



Open Enrollment

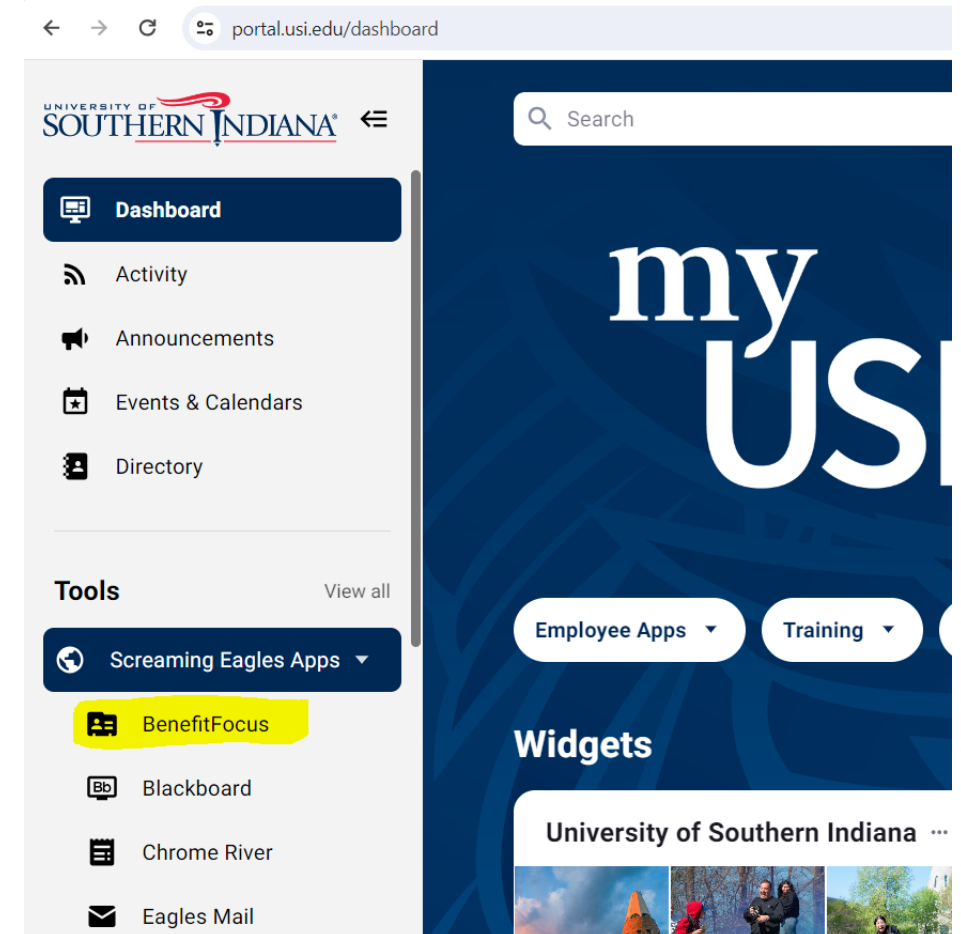
Employees enroll in USI Benefits online through the
BenefitFocus Platform

This Guide will help you through the process!



Benefits Platform

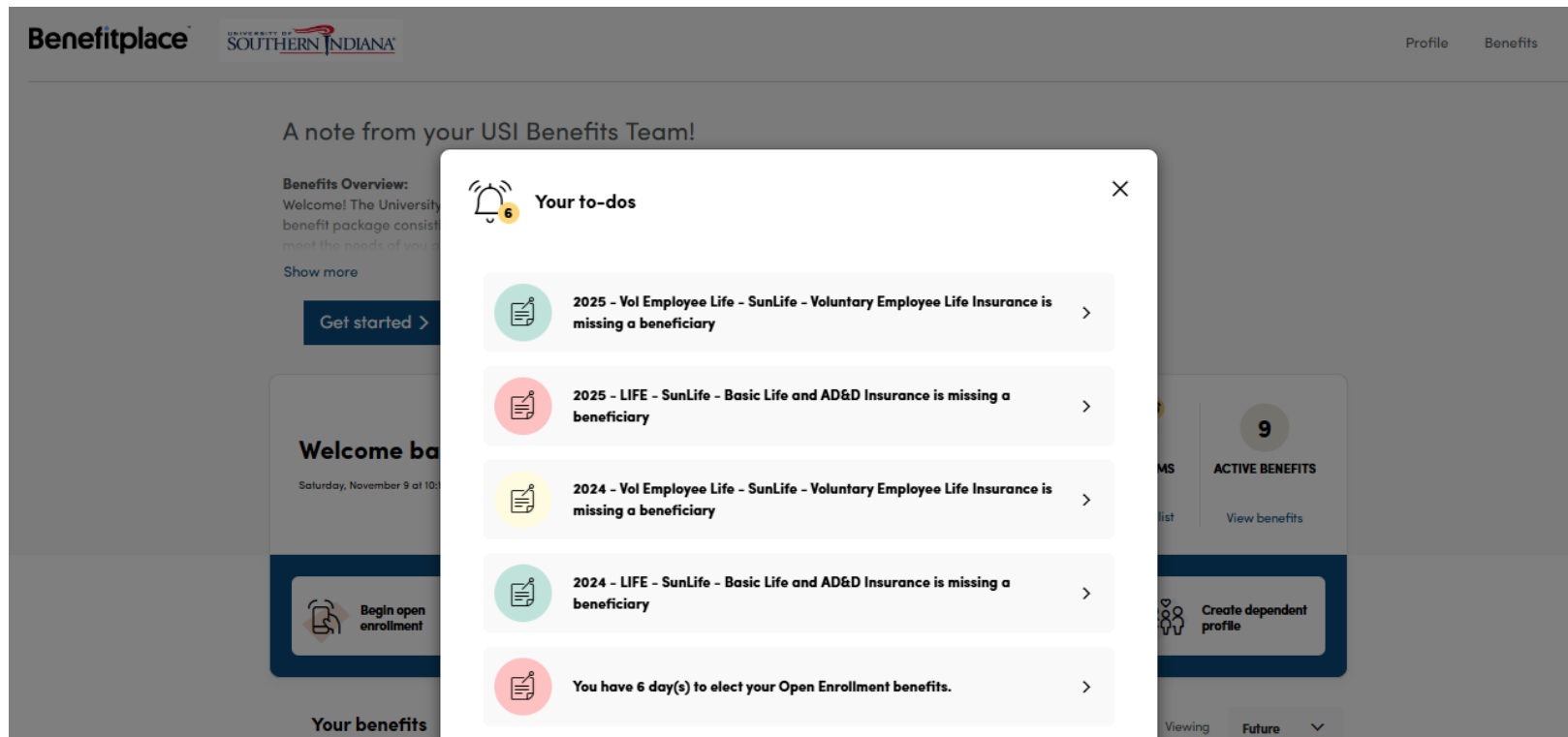
- Once you get your *myUSI* login information, login to <https://my.USI.edu>
- Find the **Benefitfocus** App within your Screaming Eagle Apps and click it – **highlighted in yellow**
- *If you do not see Benefitfocus, use the search bar and type Benefitfocus to find it.*
- Once you click it, it will take you to the **Benefits Platform**





Getting Started

Once in the platform, you will see a pop-up box with some to-do items, clicking on the open-enrollment task will begin your open enrollment!





Checking your personal data

The next few pages will want to verify personal information and dependents.

- **About You**

- Verify your information is correct, if something is not correct contact benefits@usi.edu
- Continue to next step

- **Communication Preferences**

- Keep in mind if you enter a personal email or phone number it may be used for communication.
- Continue to next step

- **Dependents**

- You may add or edit dependents here
- Dependents eligible for benefits are spouse, child (including stepchildren) or disabled child



Review the Employer Benefits

The enrollment process will take you through three tabs:

Company Paid Benefits

- EAP
- Basic Life
- Long Term Disability (after 3 years)
- After reviewing, click "Proceed to core benefits"

The screenshot displays the Benefitplace website interface for the University of Southern Indiana. At the top, the Benefitplace logo and the USI logo are visible. Below the logos, there are three tabs: PROFILE (checked), BENEFITS (selected), and CHECKOUT. A shopping cart icon is located in the top right corner. The main heading is "Open Enrollment Benefits", followed by a subheading: "Whether you want to change your benefits or keep them the same as last year, it's still important that you carefully complete each step in the enrollment process to make sure all of your benefits are covered for the upcoming plan year." Below this, there are three buttons: "Company paid benefits" (highlighted with a blue border), "Core benefits", and "Additional benefits". A message states: "First, let's review your company paid benefits." A light blue banner with an exclamation mark icon contains the text: "This benefit is missing a beneficiary." with a link "Complete information >". Below this, a card for "Life" insurance is shown, featuring a life insurance icon and the text: "Protects your loved ones in case something happens to you." To the right of the card, it says "2025 - LIFE - SunLife - Basic Life and AD&D Insurance" and "Employer Paid \$9.98 per month". At the bottom, there are two buttons: "Proceed to core benefits" and "Cancel and return home".



Core Benefits

Core Benefits

- Medical
 - FSA
 - HSA
 - Dental
 - Vision
-
- After reviewing and making changes, click “Proceed to Additional Benefits”

The screenshot shows a web interface for selecting benefits. At the top is a dark blue navigation bar with three tabs: "PROFILE" (checked), "BENEFITS" (selected), and "CHECKOUT". A shopping cart icon is on the right. Below the navigation bar are three tabs: "Company paid benefits" (checked), "Core benefits" (selected), and "Additional benefits". The main content area displays a "Vision" benefit card. The card includes an icon of glasses, the title "Vision", and a description: "Provides coverage for vision care including eye exams and glasses." Below this is a note with a circular arrow icon: "You had this benefit last year". On the right side of the card, it says "In your cart" with a checkmark, followed by "2025 - VISION - Anthem Blue View Vision Plan", "Covers you" with a pencil icon, "Effective 12/01/2024", and a link "Show plan details". The cost is listed as "\$5.90 per month". At the bottom of the card are two buttons: "Edit coverage" and "Decline". At the very bottom of the interface are two large buttons: "Proceed to additional benefits" and "Cancel and return home".



Core Benefits

- If it does not allow you to move to the next page, ensure you have enrolled or declined the FSA and/or HSA benefits.

The screenshot shows the "Core Benefits" enrollment page. At the top, a dark blue navigation bar contains the links "PROFILE" (with a checkmark), "BENEFITS" (with a selected radio button), and "CHECKOUT" (with an unselected radio button). Below this, three tabs are visible: "Company paid benefits", "Core benefits" (which is active and highlighted in dark blue), and "Additional benefits".

The main content area is divided into two sections. The first section is for "Health FSA", indicated by a piggy bank icon. It includes a description: "Set aside pre-tax dollars to cover certain out-of-pocket costs for medical, dental and vision." To the right, a light blue box contains the question "Would you like Health FSA coverage?" with a "Decision required" label. Below the question are two buttons: "Begin enrollment" (dark blue) and "Decline coverage" (light blue).

The second section is for "Dependent Care FSA", also indicated by a piggy bank icon. It includes a description: "Pre-tax benefit account used to pay for eligible dependent care services, such as preschool, summer day camp, before or after school programs, and child or adult daycare." To the right, a similar light blue box contains the question "Would you like Dependent Care FSA coverage?" with a "Decision required" label and "Begin enrollment" and "Decline coverage" buttons.

At the bottom of the page, a "Dental" section is partially visible with a piggy bank icon. In the bottom right corner, a green badge with a checkmark says "In your cart".



Additional Benefits

Additional Benefits

- Voluntary Life
- Short Term Disability
- Voluntary Accident
- Voluntary Hospital
- Voluntary Critical Illness
- After reviewing and making changes, click “Confirm your benefits”

A screenshot of the USI web portal's "Additional Benefits" section. The top navigation bar shows "PROFILE", "BENEFITS" (selected), and "CHECKOUT". Below this, three tabs are visible: "Company paid benefits", "Core benefits", and "Additional benefits" (selected). The "Additional benefits" tab shows a list of optional coverage items. The first item is "Accident", which is currently selected and marked "In your cart". It includes a description: "Pays you benefits for specific injuries and events resulting from a covered accident." and a note: "You had this benefit last year". The cost is listed as "\$6.06 per month". There are buttons for "Edit coverage" and "Decline". The second item, "Critical Illness - Employee", is shown below and is marked as "Declined". At the bottom of the page, there are two large buttons: "Confirm your benefits" and "Cancel and return home".

✓ PROFILE — ● BENEFITS — ○ CHECKOUT

Company paid benefits ✓ Core benefits ✓ Additional benefits

Edit coverage

Accident
Pays you benefits for specific injuries and events resulting from a covered accident.
You had this benefit last year

✓ In your cart
2025 – ACCIDENT – SunLife – Accident Insurance
Covers you
Effective 12/01/2024
Show plan details

\$6.06
per month

Edit coverage Decline

Critical Illness - Employee ✗ Declined

Confirm your benefits Cancel and return home



Benefit Summary Report

Benefit Summary Report

- Click “Benefits Summary Report”

Congratulations Archie, you have finished selecting your benefits!



Medical

2025 - MEDICAL - Surest - Choice Plus PPO - Surest 0...

Just You



Dental

2025 - DENTAL - Paramount Dental - Dental PPO Plan

Just You



Vision

2025 - VISION - Anthem Blue View Vision Plan

Just You



Life

2025 - LIFE - SunLife - Basic Life and AD&D Insurance

Show all 9 of my benefits ▼

Helpful things to do right now



Review and print a copy of
your Benefit Summary
Report



Benefit Summary Report

Benefit Summary Report

- The report will open in another window and you can print or save the report.

1 / 4 | - 100% + |

Eagle, Archie

Date Printed: 11/09/2024

Employee Benefit Summary Report

Archie Eagle
123 Main Street
Test City, SC, USA 12345

Home Phone: (123) 456-7890

Employer Assigned ID 00001234
Date of Hire: 01/01/1970
Gender: Male
Marital Status: Single

Open Enrollment Elections

Monthly Employee Costs: \$85.60

Archie Eagle
Relationship: Subscriber | Date of Birth: 01/01/1965

2025 - MEDICAL - Surest – Choice Plus PPO – Surest 0 Deductible PPO & Rx Plan
Employee Only

Effective: 12/01/2024
Monthly Cost \$68.10

2025 - FSA - VOYA - Health Care Flexible Spending Account (HFSA)
Declined

Declined Coverage

2025 - FSA - VOYA - Dependent Care Flexible
Declined Coverage



Survey

Complete or Skip the Survey

Benefitplace



● PROFILE - ☒ BENEFITS - ○ CHECKOUT

We appreciate your feedback

How likely are you to recommend this online enrollment experience to your colleagues or friends?

0 = Would strongly not recommend; 10 = Would strongly recommend

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

What is the primary reason for your rating?

0/250

Next

Previous

Skip Survey



Enrollment competed

- You are done!
- Complete any open to do items
- If you do not have any to do items, log out!

A note from your USI Benefits Team!

Benefits Overview:

Welcome! The University of Southern Indiana provides employees with a comprehensive benefit package consisting of medical, dental, vision and other benefits coverage designed to meet the needs of you and your family. Click on 'Get Started' to begin enrolling in your

[Show more](#)

[Edit your benefits >](#)

Welcome back, Archie

Saturday, November 9 at 10:38 AM CST

6

**DAYS LEFT TO
ELECT BENEFITS**

[View your benefits](#)

9

ACTIVE BENEFITS

[View benefits](#)



[View your benefits](#)



[Change your
current benefits](#)



[Print your benefits](#)



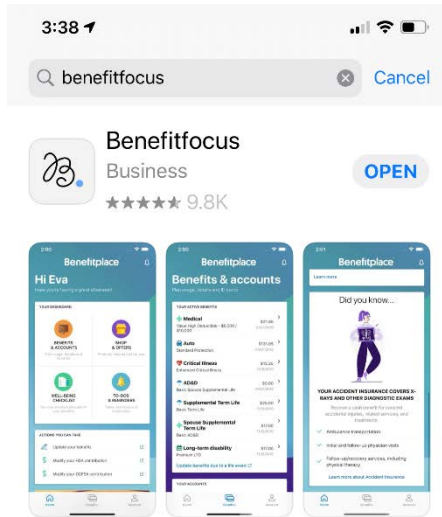
[Complete
evidence of
insurability](#)



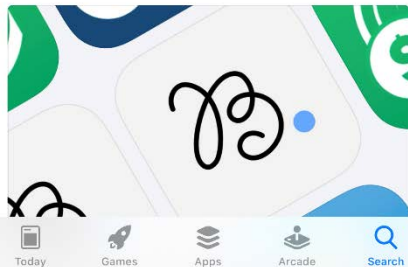
[Create dependent
profile](#)

USI™ Benefits App

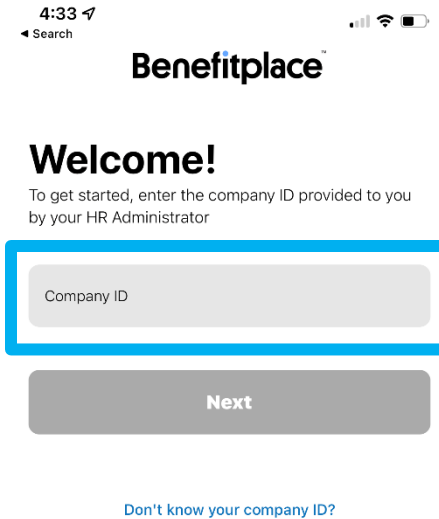
Find the app in the app store



DEVELOPER
Benefitfocus



Enter the company code **"USI"** and login with your myUSI login credentials



Make your changes, upload documents or view current benefits!

