

Benefits Enrollment Instructions

Please refer to your onboarding communications for your specific deadline to enroll.

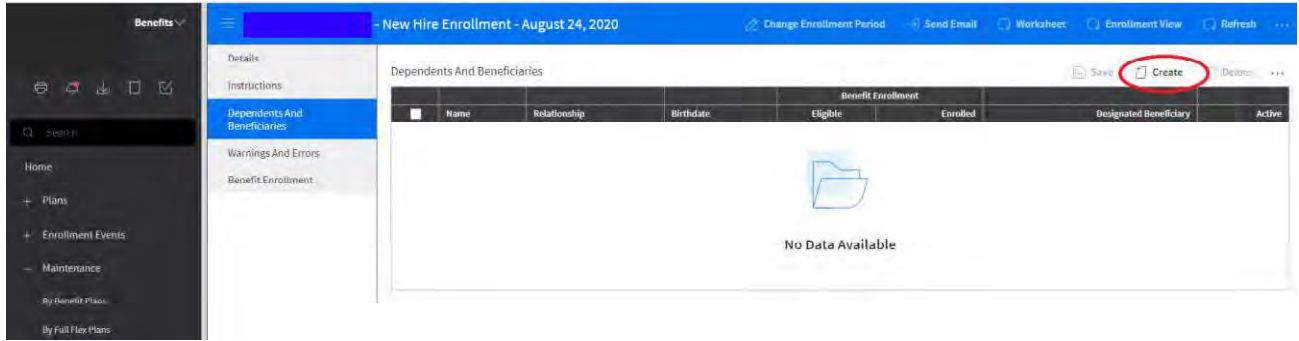
1. Log in to any MetroHealth computer using your network username and password.
2. Access the MIV by typing "MIV" into the address bar, then hit enter.
3. Once on the MIV page, click on the "My HR" icon.

The screenshot shows the MetroHealth Information Village homepage. The browser address bar displays <https://metrohealthmiv.sharepoint.com>. The page features a navigation menu with links for INFORMATION, DEPARTMENTS, POLICY & REFERENCE, APPLICATIONS, and MEDICAL STAFF. A central banner promotes a "Kill A Watt" event. Below the banner is a row of icons for various services: My HR (highlighted with a red box), Requests, Clinical, Forms, Epic, and Recognition. On the right side, there are several informational widgets, including a Phone Directory & Org Chart, Patient Safety Score, and Reports To MEL.

4. Click Continue to Sign In on the next screen. DO NOT change the default information.
5. Click on "Life Events" in the middle of the page.

The screenshot shows the MetroHealth employee portal. The top navigation bar includes a hamburger menu, the word "Home", and a "Quick Links" section. The "Quick Links" section contains several tiles: Opportunities, Kronos, Benefits Enrollment, Pay Checks, Life Events (circled in red), Edit Profile, Find a Coworker, and Infection. A left-hand sidebar contains a search bar and a list of navigation options: Home, View Compensation, Benefits, My Profile, Find A Coworker, Opportunities, To Do, Proxy, and Set As Of Date.

- 6. Under Continue Current Events click on "New Hire Enrollment."
- 7. To add dependents, click "Dependents and Beneficiaries" then click "Create."



- 8. A new screen will appear. Provide the required information (indicated by the *).

 - a. Note: Identification Number = Dependent Social Security Number

- 9. Repeat steps for each dependent.

To Select Enrollment Options

- 1. Click on "Benefits Enrollment." To view each plan individually, select 'Enrollment View' then click on each benefit plan (Medical, Dental & Vision, etc.) to make the appropriate elections. *Costs are shown in bi-weekly increments.*



- Life Event Details
- Instructions
- Dependents
- Enrollment Information
- Enrollment
- Medical Insurance**
- Supplemental Life
- New Dependent Life Options
- Short Term Disability
- Long Term Disability
- Health Care Spending Account
- Dependent Care Spending Account
- Review And Submit

Enrollment

Medical Insurance

	Select	Plan [▲]
<input type="checkbox"/>	<input type="checkbox"/>	SkyCare (Must use Metro - 092)
<input type="checkbox"/>	<input type="checkbox"/>	SkyCare (Must use Metro - 092)
<input type="checkbox"/>	<input type="checkbox"/>	SkyCare (Must use Metro - 092)
<input type="checkbox"/>	<input type="checkbox"/>	SkyCare (Must use Metro - 092)
<input type="checkbox"/>	<input type="checkbox"/>	SkyCare (Must use Metro - 092)

2. To make your elections, check the box to the left of the plan.
 - a. If you elect a tier that includes dependents (i.e. Employee + Spouse), ensure the dependent(s)' names appear below the plan.

	Enrolled	Plan	Coverage Option	Coverage	
				Salary Multiple	Coverage Amount
<input checked="" type="checkbox"/>	Yes	SkyCare Plus (200)	Single	0.000	0.00
<input type="checkbox"/>	No	SkyCare Plus (200)	Employee + Spouse	0.000	0.00
<input type="checkbox"/>	No	SkyCare Plus (200)	Employee + Child	0.000	0.00
<input type="checkbox"/>	No	SkyCare Plus (200)	Employee + Children	0.000	0.00
<input type="checkbox"/>	No	SkyCare Plus (200)	Family	0.000	0.00

3. Once you have completed your benefit elections, be sure to review and submit.
4. A new screen will pop up. Type your name and add today's date. Then click "OK."
5. Ensure a confirmation appears on the screen after submitting. If you do not receive a confirmation statement, it is possible the enrollment did not process. Please be sure to review the confirmation statement and notify HR if there are any discrepancies.
6. Monitor your paystub once your benefits are set to begin to ensure you are being deducted for the benefits you have enrolled in.

Documentation To Be Completed with Benefits Enrollment

In addition to online enrollment, the following forms/documentation are also required and must be received accompanying enrollment:

Click on the linked name of the form below to access and complete the form:

1. [**Beneficiary Designation Form**](#) * *required*
2. [**Deferred Compensation Forms**](#) * *required if opting into a deferred compensation plan with one of our vendors*
3. [**Dependent Verification Form**](#) * *required if enrolling dependents*

See 'additional information' tab of the form for details on which documentation is required for each type of dependent (such as spouse, children)