Benefits Enrollment Tips: Health and Other Benefit Plans

Hire Date and Benefits Effective Date ________________  Return Forms By ______________________

- **Use the New Employee Benefits Enrollment Checklist as your guide.** Your employee ID number is also located here.
  - For more benefits coverage information, visit: wmich.edu/hr/employees; select your **employee group**; select **Benefits details**; select **Health care benefits**.
  - To locate in-network providers, go to the following websites:
    - Medical: bcbsm.com
    - Dental: bcbsm.com/bluedental
    - Vision: vsp.com

- **Health Plan**, if applicable
  - Complete **Health Insurance Enrollment and Change Form**; sign waiver if not enrolling.
  - When enrolling dependents, provide copy of marriage license, birth certificate, DEI, etc.
  - Sign **Notice of Special Enrollment Form**.

- **Life Insurance**, if applicable
  - Complete **Life Insurance Enrollment and Change Form**.
  - If you are eligible and elect coverage for your spouse and/or dependents, complete **Dependent Life Insurance Enrollment and Change Form**.
  - Sign waiver section if not enrolling.

- **Long Term Disability Insurance**, if applicable
  - Complete **Long Term Disability Insurance Enrollment and Change Form**.
  - Sign waiver section if not enrolling.

- **Flexible Spending Accounts**
  - Complete **BASIC Flex Form** and elect Medical Reimbursement and/or Dependent Care Account.
  - Sign waiver section if not enrolling.

- **Submit Health and other benefit plan forms to Human Resources staff:**
  - Meet with HR staff member and ask questions:
    - Room 1270 Seibert Administration Building located at 1903 West Michigan Avenue.
    - Walk-in hours are noted below; no appointment necessary.
      - Monday, Tuesday, Thursday, Friday: 8 a.m. to 5 p.m
      - Wednesday: 9 a.m. to 5 p.m
    - HR Assistant will review completed and signed enrollment forms.

- **Western Wellness**
  - Qualify for a reduction in your health care premiums by enrolling in the Western Wellness program and meeting program participation requirements.
  - Visit the website for wellness program options: wmich.edu/wellness/