



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 pm
 - 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/