

BLUECONNECT EMPLOYEE GUIDE

Training guide for BCBSND's online benefit enrollment solution

Table of Contents

WHAT IS BLUECONNECT	3
LOGGING INTO BLUECONNECT	3
EMPLOYEE HOMEPAGE	4
MY BENEFITS	5
Current Benefits	5
Life Events	6
MY PROFILE	6
Personal Information	6
Family Information	7
Life Event	9
LIBRARY	9
ENROLLMENT PROCESS	10

WHAT IS BLUECONNECT

BlueConnect is an online enrollment platform that you will use to enroll in your benefits. If you have questions or need assistance contact your Program Coordinator.

LOGGING INTO BLUECONNECT

To access BlueConnect go to www.und.bswift.com

To login follow the below steps:

1. From the BlueConnect homepage enter your username and password
 - Your username is the first initial of your first name followed by your full last name. (i.e., Judy Tester is JTester).
 - Your initial password is your date of birth following the format of mmddyyyy, upon login in for the first time you will be required to change it to a password of your choice.
2. Enter a new password of your choice and click Save.



Change Password

* Current Password

* New Password

Passwords must be 8 characters minimum and contain both alpha and numeric characters, no spaces

* Verify New Password

* Fields are required

Save

Cancel

EMPLOYEE HOMEPAGE

After you have successfully changed your password, you will then see the homepage. The homepage is the page you will see every time you login. The homepage allows you to navigate to different sections of the site.

You can view your current benefits, process life events (i.e., marriage, birth etc.), your profile and a library containing import information and documentation. You can click the tab at the top of the page to view the information or use the links in the middle of the page.

The screenshot displays the BlueConnect Employee Homepage. At the top, there is a navigation bar with tabs for "My Benefits", "My Profile", and "Library". Below the navigation bar, the main content area is divided into several sections:

- Welcome, May Tester**: A personalized welcome message with a profile icon.
- My Profile**: A section containing links to "Edit my profile", "Edit dependent profiles", and "Change my address".
- My Family**: A section listing family members: "Jim Tester" and "Grace Tester".
- Life Events**: A section with links for "Adoption/Legal Guardianship", "Birth", "Dependent Becomes Eligible", and "All other Life Events".
- My Benefits**: A section showing the effective date as "3/10/2017" and listing two benefit plans:
 - MEDICAL**: BlueSaver HDHP with HSA, with 2 of 2 dependents covered.
 - DENTAL**: Dental Plan, with 0 of 2 dependents covered.
- News Panel**: A section with a link to "View All News Posts".
- Library Documents**: A section with a link to "Brochure" and a message: "Please visit the Library to see all available documents."

MY BENEFITS

My benefits will allow you to view your current benefit selections and process life events (i.e., marriage, birth etc.).

Current Benefits

Current Benefits will show you the plans that you're currently enrolled in, who is covered under that plan, the cost of the plan and applicable plan details (i.e. plan brochure). You do have the ability to view your benefits as of another date if need be.

Current Benefits, Confirmation Statement for Paul Tester

Your Benefits as of 4/15/2016 View your benefits as of another date: 4/15/2016

PRINT

TOTAL COSTS PER PAY PERIOD	
Your Cost	\$202.87
Employer Cost	\$242.25

(+) Expand All (-) Collapse All View cost: Per Pay Period

Medical

Medical Plan
Coverage: Family
Effective Date: 9/1/2015

Who will be covered on this plan:

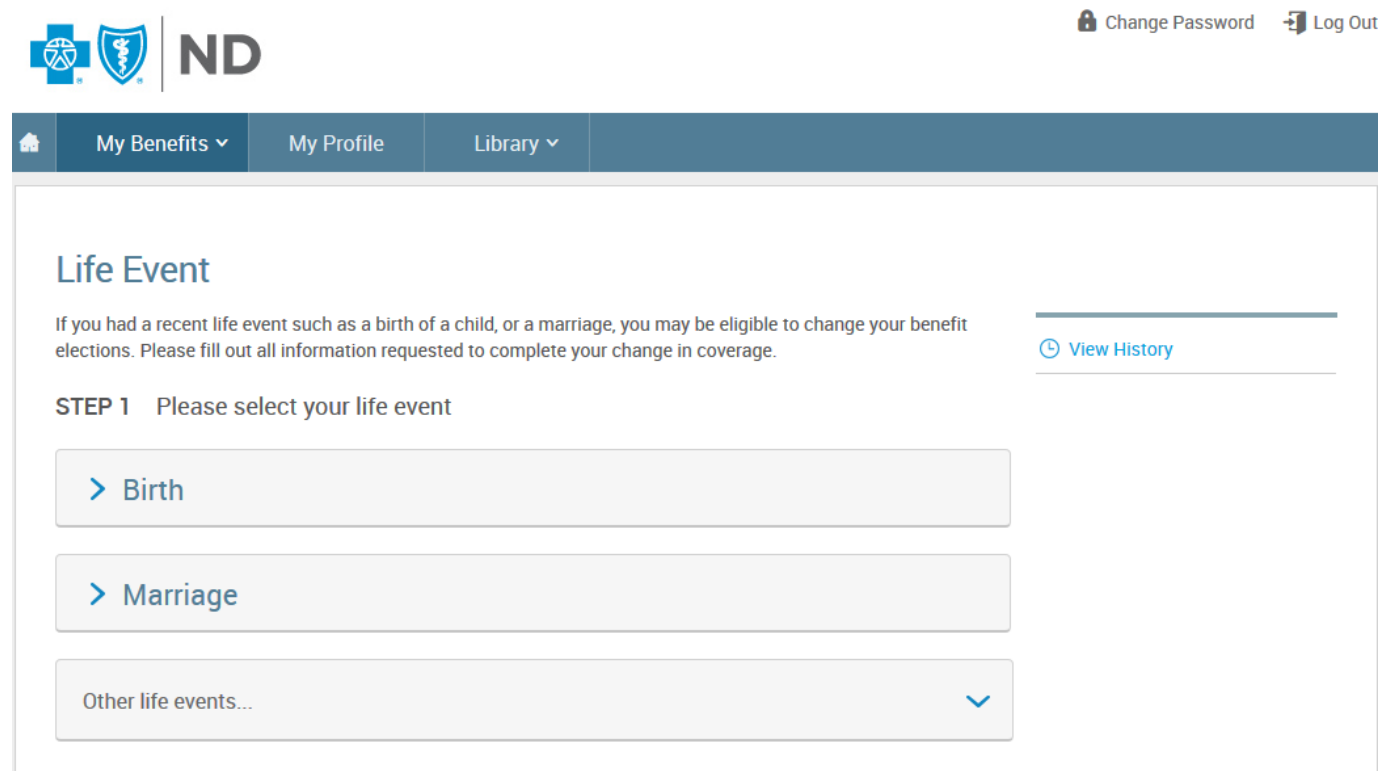
Name	Relationship	Coverage	Effective Date
Paul Tester	Employee	Covered	8/1/2015
Spouse Tester	Spouse	Covered	8/1/2015
baby tester	Child	Covered	9/1/2015

Plan Details

Your cost per pay period \$167.25	
COST DETAILS PER PAY PERIOD	
Employer Contribution	\$217.25
Your Cost	\$167.25

Life Events

Life Events allow you to process a life event that will open a special enrollment that will allow you to make changes to your benefits. The changes that can be made will depend on the type of life event that has occurred.



The screenshot shows the BlueConnect Employee Guide interface. At the top right, there are links for "Change Password" and "Log Out". The main navigation bar includes "My Benefits", "My Profile", and "Library". The "Life Event" section is active, displaying a heading and a brief explanation: "If you had a recent life event such as a birth of a child, or a marriage, you may be eligible to change your benefit elections. Please fill out all information requested to complete your change in coverage." A "View History" link is visible on the right. Below this, "STEP 1 Please select your life event" is shown with three options: "Birth", "Marriage", and "Other life events..." (with a dropdown arrow).

If you need to complete a life event, choose the life event, and complete the necessary information that is required to process the life event. Once you have completed the required information to process a life event you will want to go through the enrollment process to make the necessary benefit changes. Please click [here](#) if you need information on how to complete the enrollment process.

MY PROFILE

My profile allows you to see the current demographic information that is on file for you and your family, view and/or change beneficiary information, and process a life event.

Personal Information

This page allows you to see what demographic information is on file for you. If you need to make changes to your demographic information, click the Edit button to make the applicable changes. Some of the fields may not allow you to make changes, please contact your Program Coordinator in this situation.

Personal Information

Demographics

Prior to beginning your enrollment, all of your personal and family information must be correct below, or, if the information has already been entered, make sure it is accurate.

May Tester

Demographic Information

First Name **May**
 Middle Initial
 Last Name **Tester**
 Suffix
 Social Security Number **xxx-xx-1245**
 Date of Birth **4/10/1980**
 Age **36**
 Gender **Female**
 Marital Status **Divorced**

Address Information

Address 1 **123**
 Address 2
 City **Fargo**
 State **ND**
 Zip **58104**

Family Information

This page allows you to see which family members have been added to your profile and allows you to add a new dependent.

To view and/or make changes to a dependent click on the Edit button. Some of the fields may not allow you to make changes, if there are changes that need to be made but you're unable to do so you will need to contact your Program Coordinator.


To add a new dependent, click on the Add Dependent and complete the required fields. Then click Save to continue.



Home My Benefits My Profile Library

- Personal Information
- Family Information**
- Beneficiaries
- Life Event

Family Information

Paul Tester Male Employee 35 years old (12/4/1980) SSN: 100-22-5484 Edit >	Spouse Tester Female Spouse 35 years old (12/4/1980) SSN: 100-78-4512 Edit >	baby tester Male Child 0 years old (9/12/2015) Edit >	 Add Dependents
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Family Information

Dependent Demographic

* First Name

Middle Initial

* Last Name

Suffix

* Date of Birth

Social Security Number

* Gender Male Female

* Relationship

* Fields are required

Dependent Address Information

* Address 1

Address 2

* City

* State

* Zip

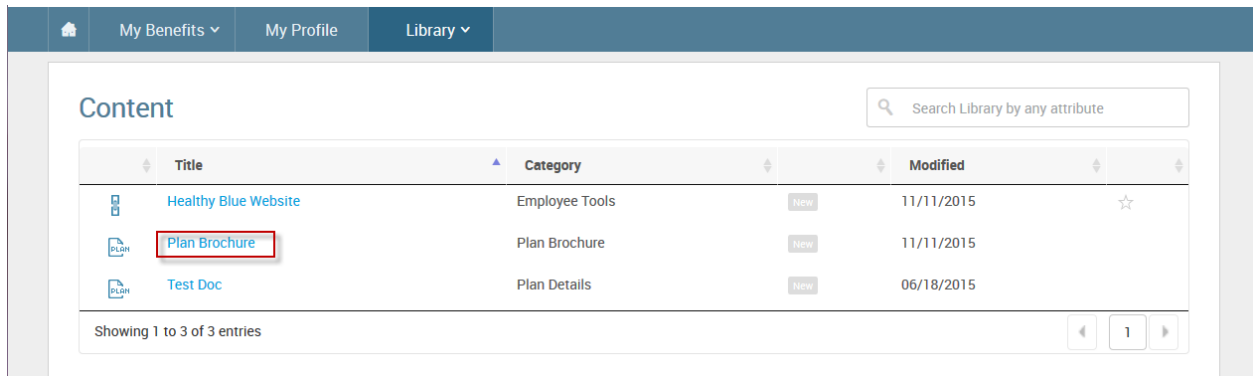
* Fields are required

Life Event





Click [here](#) for more information on life events.

LIBRARY

The library allows you to view important documents and forms. Such as plan brochures, summary plan descriptions, etc. To view a document in the library, click on the title of the document.



The screenshot shows the 'Library' section of the BlueConnect interface. At the top, there is a navigation bar with 'My Benefits', 'My Profile', and 'Library'. Below this is a search bar labeled 'Search Library by any attribute'. The main content area is titled 'Content' and contains a table with the following data:

	Title	Category		Modified	
	Healthy Blue Website	Employee Tools	<small>New</small>	11/11/2015	
	Plan Brochure	Plan Brochure	<small>New</small>	11/11/2015	
	Test Doc	Plan Details	<small>New</small>	06/18/2015	

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and includes a pagination control showing '1'.

ENROLLMENT PROCESS

The enrollment process allows you to enroll in benefits as a new hire, special enrollment period or open enrollment. BlueConnect will walk you through the enrollment process.

To start follow the below steps:

1. From the homepage click on the Change My Elections button
2. Verify the information listed for you is correct and check "I agree" and click Continue. Make the necessary changes or contact your Program Coordinator to update any fields that cannot be edited in BlueConnect

Prior to beginning your enrollment, all of your personal and family information must be complete. Please complete the required fields below, or, if the information has already been entered, make sure it is accurate.

Demographics

First Name Paul
 Middle Initial
 Last Name Tester
 Suffix
 Social Security Number 100-22-5484
 Date of Birth 12/4/1980
 Gender Male
 * Marital Status Married

* Fields are required

Address

Address 1 123
 Address 2
 City Mandan
 State ND - North Dakota
 Zip 58104
 Home Phone XXX-XXX-XXXX
 Home Email
 Send Alerts in English Spanish
 Work Email
 Preferred Email Home Email Work Email

By checking the box "I Agree" below, you agree that the information above is accurate to the best of your knowledge.

Please note: if you do give permission above to receive benefits information via email that you consent to receive Plan Documents and all related Plan communications electronically. I understand that I am able to revoke this authorization by writing the Plan Administrator. Please see below for more information.

I understand that:

1. The following documents and/or notices may be provided to me electronically
 1. Summary Plan Descriptions
 2. Summaries of Material Modifications
 3. Summary Annual Reports
 4. COBRA Notices (Not Qualifying Event Notices)
2. I may provide notice of a revised email address or revoke my consent at any time without charge by sending an email to benefitservicecenter@ix.com or calling 1-800-xxx-xxxx.
3. I am entitled to request and obtain a paper copy of any electronically furnished document free of charge by contacting benefitservicecenter@ix.com or calling 1-800-xxx-xxxx.
4. In order to access information provided electronically, I must have
 1. A computer with internet access
 2. An email account that allows me to send and receive emails
 3. Word processing software like Microsoft Word or Works, Word Perfect or Adobe Acrobat Reader 5.0 (or higher).

I Agree


Progress Sidebar:

- 1 Your Info
 - Employee Info
 - Family Info
- 2 Your Benefits
- 3 Enroll
- 4 Complete

Continue

3. Verify the information listed for your family is correct and check "I agree" and click Continue. If changes are needed make the necessary changes. Contact your Program Coordinator to update any fields that are not editable. If you need to add a dependent, click "Add Dependent" and enter the required information.

To enter your dependents, click on the "+" Add Dependents" link. To verify or edit the information of a family member who has already been entered, click on the person's name.

<p>Paul Tester</p> <p>Male Employee</p> <p>35 years old (12/4/1980)</p> <p>SSN: 100-22-5484</p> <p>Edit ></p>	<p>Spouse Tester</p> <p>Female Spouse</p> <p>35 years old (12/4/1980)</p> <p>SSN: 100-78-4512</p> <p>Edit ></p>	<p>baby tester</p> <p>Male Child</p> <p>0 years old (9/12/2015)</p> <p>Edit ></p>	 <p>Add Dependents</p>
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1 Your Info

- Employee Info
- Family Info

2 Your Benefits

3 Enroll

4 Complete

Continue

Dependent Information Notice

We have restrictions for qualified dependent coverage under our benefit plans. **Enrolling someone who is not qualified as a dependent is considered insurance fraud.**

To be eligible for Medical, Dental, or Vision coverage, your dependent must meet one of the following definitions:

- 1) Spouse: your legally married husband/wife
- 2) Domestic Partner
- 3) Child(ren): unmarried children up to age 26
- 4) Disabled Child: unmarried child who is mentally or physically handicapped and incapable of engaging in self-sustaining employment due to such incapacity, and claimed as a Dependent on your IRS tax return. Children include: natural children, stepchildren, legally adopted children, children placed for adoption, and children who you are legally appointed as guardian or limited guardian (cannot be temporary guardian).

Who is NOT a qualified dependent?

- Boyfriend/girlfriend/fiance
- Parents
- Grandparents/relatives
- Brothers or sisters

Possible Consequences for Insurance Fraud

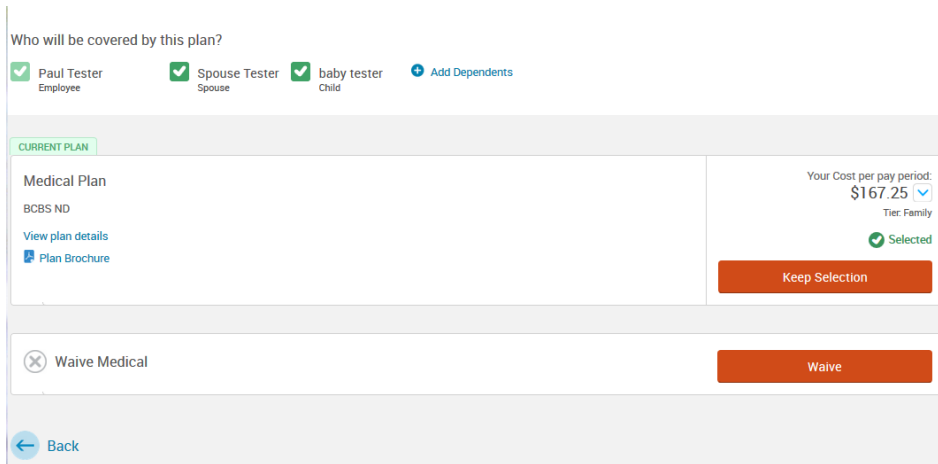
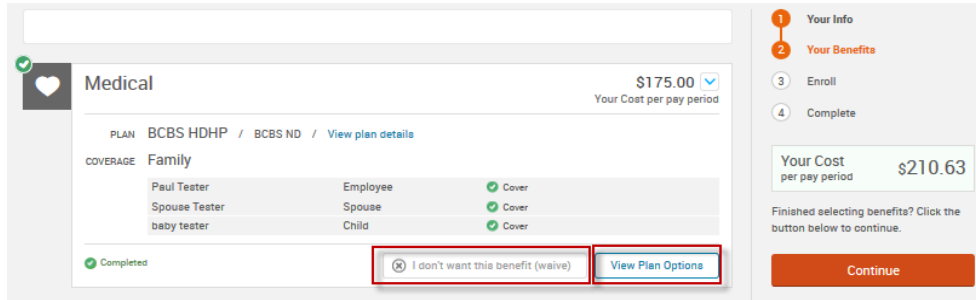
- Subject to corrective action up to and including termination
- Required to repay additional premium costs for covering ineligible person(s)
- Coverage for the non-qualified person(s) may be canceled back to the date they were first enrolled
- Pay costs of services received by the non-qualified person(s)
- Permanently barred from enrolling in any benefit plan if your employment is terminated.

I have reviewed the above Dependent Information Notice. I consent that the dependents listed in the "Family Information" section is accurate and that all dependents listed are eligible for coverage under the Benefits program.

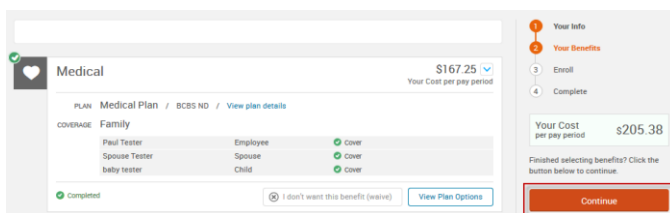
PLEASE NOTE: it is acceptable to list children here over the age of 26, but they may not be eligible for benefits.

I agree

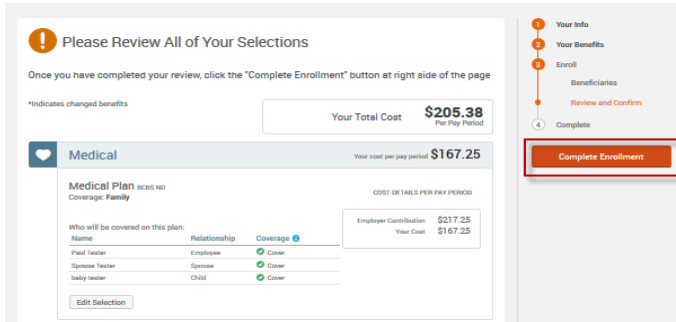
4. The system will now step through the benefits that you are eligible to enroll in. You can select "I don't want this benefit (waive)" or you can click on "View Plan Options" to learn more about the benefit. If you click "I don't want this benefit (waive)" move to the next plan listed and make your election choice. If you click on "View Plan Options" you will determine who will be covered under the benefit. Once you have determined who will be covered you then can view the Plan Details for the plan and either select the benefit or waive, after you have made a selection you will be taken back to the Enroll page where you can continue to make your elections.



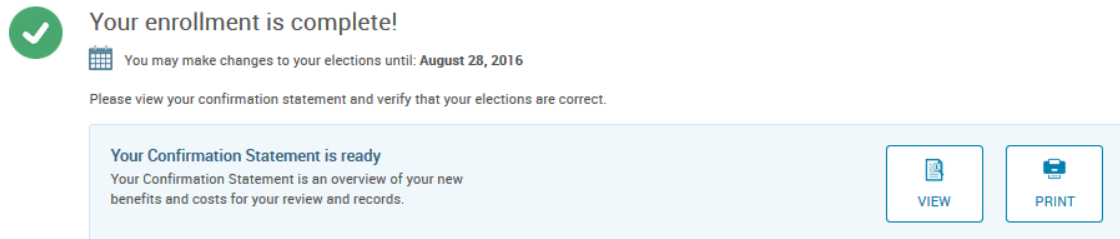
- Once you have made all of your elections you will need to review your benefit selections by clicking "Continue".



- You will now review your benefit elections to make sure that everything is correct. If you need to make any changes, click on "Edit Selection" under the benefit plan in which a change is needed for to make the necessary change. If no changes are needed read and click "I agree" to the acknowledgment statement at the bottom of the page and click "Complete Enrollment".



- Your enrollment is now complete; you can view a confirmation statement or print a copy for your records.



- You are able to change your elections if necessary by the date listed on the Welcome page after enrollment.

