

OPEN ENROLLMENT/VEBA* OPT-OUT PERIOD

Complete Your Online Changes: Wednesday, April 26 – Friday, May 12, 2017

All Changes Effective July 1, 2017

Use this Open Enrollment and/or VEBA Opt-Out Checklist as a tool if you are making election changes.*

OPEN ENROLLMENT	HOW DO I MAKE CHANGES?	CHECKLIST <input checked="" type="checkbox"/> DID I MAKE ALL CHANGES?
<p>MEDICAL/DENTAL AND VISION COVERAGE <i>Applies only if making changes</i></p> <p>Make Enrollment Changes To Medical, Dental, Or Vision Coverage: Add/Drop – Medical, Dental, and/or Vision Coverage</p> <p>Add/Drop Dependents – Medical, Dental, and/or Vision Coverage</p>	<p>Go to: my.unm.edu</p> <ol style="list-style-type: none"> 1. Log in with your UNM NetID and Password 2. Go to Enter LoboWeb 3. Click on Benefits and Deductions 4. Follow prompts for Duo (two-factor authentication to protect your sensitive Benefits information in LoboWeb) 5. Click on Open Enrollment 6. Follow instructions to complete enrollment changes 7. Confirm your enrollment changes, PRINT and RETAIN your Confirmation page as proof of enrollment changes 	<p><input type="checkbox"/> Yes, I made desired changes to my Medical Coverage, including adding new or dropping current dependent(s)</p> <p><input type="checkbox"/> Yes, I made desired changes to my Dental Coverage, including adding new or dropping current dependent(s)</p> <p><input type="checkbox"/> Yes, I made desired changes to my Vision Coverage, including adding new or dropping current dependent(s)</p>
<p>IF ADDING A DEPENDENT TO MEDICAL COVERAGE DURING OPEN ENROLLMENT: You will receive instructions from Aon Hewitt’s Dependent Eligibility Verification Center (via a home mailing) on how to submit proof documents to verify your dependent’s eligibility, and how to submit their Social Security Number (reported to the IRS per Affordable Care Act (ACA) requirements). Failure to provide proof of eligibility may result in cancellation of the dependent’s coverage (for medical and dental/vision coverage, if applicable) and UNM may seek reimbursement of paid claim costs.</p>		
<p>LIFE, ACCIDENTAL DEATH & DISMEMBERMENT (AD&D), AND DISABILITY COVERAGE <i>Applies only if making changes</i></p> <p>MAKE ENROLLMENT CHANGES TO LIFE and/or DISABILITY COVERAGE: Add, Increase, or Drop Life Insurance for Self, Spouse, and/or Dependent Children (Guaranteed Issue may be available)</p> <p>Add, Increase, or Drop AD&D Insurance Coverage (Employee or Family Level)</p> <p>Add/Drop – Short-Term or Long-Term Disability</p>	<p>Make changes on the Standard Enrollment/Member Site: www.standard.com/enroll</p> <ol style="list-style-type: none"> 1. Login requires employee's UNM Banner ID, a Company Key ("thestandard"), and date of birth 2. First Time Login Instructions: hr.unm.edu/docs/benefits/first-time-logon-instructions-standard-insurance-company.pdf <p>Enrollment Customer Service: 1-866-623-0622</p>	<p><input type="checkbox"/> Yes, I made desired changes to my Life, my Spouse Life, and/or Child Life Insurance Coverage</p> <p><input type="checkbox"/> Yes, I made desired changes to my AD&D Insurance Coverage (Employee or Family Level)</p> <p><input type="checkbox"/> Yes, I made desired changes to my Disability Coverage (Short-Term or Long-Term)</p>

<p align="center">VEBA* OPT-OUT</p> <p><i>*Applies only to Faculty and Staff employed in a benefits-eligible position between June 30, 2013 and June 30 2015, actively participating in VEBA.</i></p>	<p align="center">HOW DO I OPT-OUT?</p>	<p align="center">CHECKLIST <input checked="" type="checkbox"/> DID I OPT-OUT?</p>
<p>VEBA Opt-Out</p> <p>Current VEBA Participants may opt-out during this Open Enrollment period. <i>Choosing to opt-out will relinquish access to UNM's post-retirement health benefits (medical and dental coverage).</i></p> <p>VEBA Participants hired on or before June 30, 2013 who opt-out will forfeit their 25 years of grandfathered status under the VEBA plan, but will retain their VEBA service credit accrued since implementation of the VEBA.</p> <p>VEBA Participants hired on or after July 1, 2013 through June 30, 2015 who opt-out will retain their accrued VEBA service credit, should they later take action to opt-back into VEBA during their designated VEBA opt-in opportunity.</p>	<p>Go to myunm.edu</p> <ol style="list-style-type: none"> 1. Log in with your NetID and password 2. Click on Enter Lobo Web 3. Select Benefits and Deductions 4. Select Voluntary Employee Beneficiary Association (VEBA) 5. Select VEBA Status and Election Page 6. Under Election Options, select VEBA Opt-Out Election Page 7. Review the opt-out form, especially the certification details in the highlighted area 8. Check the box to certify that you understand your opt-out election 9. Click Submit 10. You will then see a screen that provides a record of your opt-out election. Print this page for your records. A copy of your opt-out election will also be emailed to you. 	<p><input type="checkbox"/> Yes, I Opted-Out of VEBA participation</p> <p><i>NOTE: There are no opt-in options this year. The first opt-in period will be held during the 2019 Open Enrollment period.</i></p>
<p align="center">Technical Assistance for online Open Enrollment and VEBA Opt-Out is available at the HR Service Center 1700 Lomas Blvd, NE, Suite 1400 until 5:00 pm on Friday, May 12, 2017</p> <p align="center">Please have your NetID and password available.</p>		
<p align="center">If you need further assistance, please call 505-277-MyHR (6947)</p>		