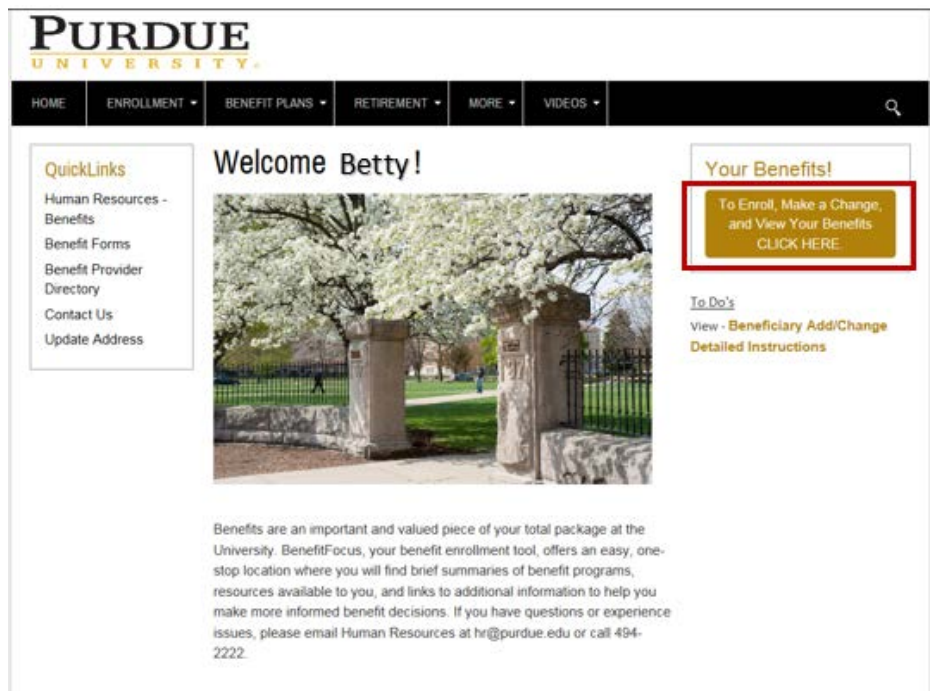


## Benefitfocus Open Enrollment Instructions



1. Begin at [one.purdue.edu](https://one.purdue.edu), select the “Benefits Open Enrollment for Faculty & Staff” banner at the top of the page. Log in to Benefitfocus with your Purdue Career Account.

2. From the Welcome page, select “To Enroll, Make a Change, and View Your Benefits CLICK HERE” in the gold box.



3. On the “Manage Your Benefits”, select the gold “Get started >” box.

**PURDUE UNIVERSITY** Betty Boiler

**Manage Your Benefits**  
Betty y to make the best of your benefit offerings, please remember:

1. This enrollment site will help you compare your benefit plan options and costs, manage your beneficiary information, and submit required documents.
2. If you have a qualifying life event during the plan year, you may be allowed to make a corresponding change in your benefits **within 31 days** of a life event, like birth, adoption, marriage or loss of other coverage. Evidence of the qualified life events and dependent verification is required.
3. You can make changes at any time without a qualifying life event to the following: Health Savings Account (HSA) contributions, Term Life Insurance coverage level and your beneficiary information (Term Life, AD&D, and Critical Illness plans).
4. When you enroll an eligible dependent, you must be able to provide a date of birth and Social Security Number. The Affordable Care Act (aka Health Care Reform) requires employers to send dependent social security numbers (SSN) to the IRS, along with their medical election. If your dependent does not have a SSN to enter, you may disregard this message.
5. For general assistance, please contact Purdue Benefits via 765-494-2222 or hr@purdue.edu. If you have questions or concerns and need to share more personal details, please log in at www.purdue.edu/hrhelp using your Purdue career account to send a more secure message. (HR Help is a secure Web system that safeguards messages sent between the employee and Human Resources. It protects privacy at a higher level than ordinary email.)

**Get started >**

**Important Messages for You**

You have 17 days to elect your Open Enrollment benefits.

**Dependent Verified**  
Dependent status has been verified for Hunter Michael Gulbranson, Natalie Gulbranson, and Michael Gulbranson.

4. Next, review your dependent information. Select “Add Dependent” to add additional dependents not listed or “Next” to move on to the next step.

**PURDUE UNIVERSITY**

Profile Shop for benefits

**Before you enroll in benefits**  
Do you need to add any dependents to your profile?

Note: You'll also be able to add or remove dependents as you make selections for each of your benefit plans.

Name	Relationship	Date of Birth	Gender	Actions
Pace Boiler	Child	12/25/2014	Male	Edit
Giddie Boiler	Child	07/16/2016	Female	Edit
Joe Boiler	Spouse	07/11/1979	Male	Edit

**Add Dependent**

**Next** Previous

5. On the Open Enrollment Benefits page, you will see a summary of your benefit plan options. Beginning with “1. Your Medical coverage”, select “Begin enrollment” to review the medical plan options or “Decline coverage” to opt out of medical plan coverage.

**PURDUE** Betty Boiler

### Open Enrollment Benefits

Whether you want to change your benefits or keep them the same as last year, it's all important that you carefully complete each step in the enrollment process to make sure all of your benefits are covered for the upcoming plan year.

Current Benefits | **Open Enrollment Benefits**

#### Your benefits

- 1. Your Medical coverage**  
Purdue Health Plan Plus HSA 1 2023  
Offered By: Aetna  
Effective Date: 01/01/2023  
Persons Covered: Betty Boiler, Joe Boiler, Pete Boiler, Goldie Boiler  
\$202.00 per month  
Buttons: [Edit coverage](#) [Show Plan Details](#) [Decline](#)
- 2. Your Pharmacy coverage**  
Pharmacy for Staff Plans 2023  
Offered By: CVS Caremark  
Effective Date: 01/01/2023  
Persons Covered: Betty Boiler, Joe Boiler, Pete Boiler, Goldie Boiler  
\$0.00 per month  
Buttons: [Decline](#)
- 3. Your Health Savings Account (HSA) coverage**  
Health Savings Account 2023  
Employer Contributions:  
Employer Ongoing Contributions: \$1,200.00 per benefit year  
Total Employer Contributions: \$1,200.00 per benefit year  
Total Employer and Employee Contributions: \$1,200.00 per benefit year  
Offered By: Fidelity  
Effective Date: 01/01/2023  
Persons Covered: Betty Boiler  
Buttons: [Edit contribution](#) [Edit coverage](#) [Decline](#)
- 4. Your Flexible Spending Accounts coverage**  
Limited Purpose Health Care Flexible Spending Account (FSA) 2023  
Contribution Amount: \$160.00 Per Plan Year \$13.33 per month  
Offered By: Fidelity  
Effective Date: 01/01/2023  
Buttons: [Decline](#)

**Enrollment tip:** From the summary page, select the first benefit plan in the list to begin. Follow the numbered benefit plans in order. You will not be able to submit your enrollment until you have made a decision on all benefit plans highlighted in blue (example shown below).

10. Choose your Supplemental Hospital Insurance coverage

[Begin enrollment](#)

[Decline coverage](#)

- Once on the "Choose your Medical Plan." page, you will have the option to select your medical plan. If you elected coverage for 2019, your 2020 plan is pre-selected. Confirm you have the correct dependents selected on the the left side of the page, then select "Next" to move on to the next page.

**Choose your Medical plan.**

Please review your options and choose the plan that best meets your needs.

Opened names: Betty Boiler, Joe Boiler, Pete Boiler, Goldie Boiler

**Purdue Health Plan 2018** \$567.25 Monthly Cost

Individual Deductible	\$750
Family Deductible	\$1,500
Coinurance	20% after deductible
Individual Out of Pocket Max (OOP Max)	\$2,400

**Purdue Health Plan Plus HSA 1 2018** \$202.00 Monthly Cost

Individual Deductible	\$1,750
Family Deductible	\$3,500
Coinurance	20% after deductible
Individual Out of Pocket Max (OOP Max)	\$3,500

**Purdue Health Plan Plus HSA 2 2018** \$104.87 Monthly Cost

Individual Deductible	\$2,500
Family Deductible	\$5,000
Coinurance	20% after deductible
Individual Out of Pocket Max (OOP Max)	\$5,000

- Next, you will see a summary of the medical, prescription coverage, Health Savings Account (HSA) and Flexible Spending Account (FSA) plans. Review the coverages you have elected and select edit to make any changes. If you are not eligible for an HSA and would like to decline the plan, including Purdue’s contribution, select “Edit coverage” then “Decline Coverage”

**Staff/Faculty Health Benefits 2018 Summary**

Your Staff/Faculty Health Benefits 2018 benefit summary is shown below. To make changes, click Edit. Please note that your benefits have not been saved. You must click Save to complete the section.

**Medical**  
**Purdue Health Plan Plus HSA 1 2018**  
 Offered By: ANTHEM  
 Effective Date: 01/01/2018  
 You Pay: \$202.00 per month  
 Persons Covered: Betty Boiler, Joe Boiler, Pete Boiler, Goldie Boiler

**Pharmacy**  
**Pharmacy for Staff Plans 2018**  
 Offered By: CVS Caremark  
 Effective Date: 01/01/2018  
 You Pay: \$0.00 per month  
 Persons Covered: Betty Boiler, Joe Boiler, Pete Boiler, Goldie Boiler

**Health Savings Account (HSA)**  
**Health Savings Account 2018**  
 Offered By: Fidelity  
 Effective Date: 01/01/2018  
 Employee Contributions:  
 Employer Ongoing Contributions: \$1,300.00 per benefit year  
 Total Employer Contributions: \$1,300.00 per benefit year  
 Total Employer and Employee Contributions: \$1,300.00 per benefit year

**Flexible Spending Accounts**  
**Limited Purpose Health Care Flexible Spending Account (FSA) 2018**  
 Offered By: Fidelity  
 Effective Date: 01/01/2018  
 Contribution Amount: \$300.00 Per Plan Year \$33.33 per month

**Cost Summary**  
 This is a summary of your OE benefit elections.

Benefit Elections (13 items)	Monthly
Medical	\$202.00
Pharmacy	\$0.00
Vision	\$0.00
Dental	\$15.53
Term Life	\$0.00
ACSC	\$0.00
Voluntary Term Life	\$0.00
Voluntary ACAD	\$1.80
Voluntary Spouse Term Life	\$1.50
Voluntary Spouse ACSC	\$2.00
Voluntary Child Term Life	\$1.80
<b>Monthly Total</b>	<b>\$244.63</b>

Tax Advantage Accounts (3 items)	Monthly Contributions Total
Health Contributions	\$508.32
Health Savings Account (HSA) Employee Contribution	\$708.32
Flexible Spending Account (FSA) Employee Contribution	\$13.33
Dependent Care FSA Employee Contribution	\$418.87
<b>Monthly Contributions Total</b>	<b>\$958.84</b>

**You Pay**  
 Monthly Total: \$244.63

8. To edit your HSA contribution, select “Edit contribution” then “+Add Contribution”. To continue with the University’s contribution only, select “Next” and skip to step 11.

PURDUE UNIVERSITY Betty Boiler

Profile Shop for benefits Confirm & Finish

### Contribute to your Health Savings Account (HSA)

This screen reflects your employer contributions as well as any contributions you elect to make. More than one employer and/or employee line may be displayed to show your total contribution amount for the year.

Amount	Frequency	Date	Description	Actions
\$108.33	11x	01/31/2018 - 12/28/2018	Employer's ongoing contribution	
\$108.37	1x		Employer's ongoing contribution	

**+ Add Contribution**

Next Previous Cancel

#### Estimated Contributions

\$1,300.00 of \$6,900.00

Summary

Your contribution total:	\$0.00
Employer contribution total:	\$1,300.00
Contribution total:	\$1,300.00

9. Enter the amount you would like to contribute per paycheck for 2020 then select “Add contribution”.

PURDUE UNIVERSITY Betty Boiler

Profile Shop for benefits Confirm & Finish

### Contribute to your Health Savings Account (HSA)

This screen reflects your employer contributions as well as any contributions you elect to make. More than one employer and/or employee line may be displayed to show your total contribution amount for the year.

Amount	Frequency	Date	Description	Actions
\$108.33	11x	01/31/2018 - 12/28/2018	Employer's ongoing contribution	
\$108.37	1x		Employer's ongoing contribution	

#### Contribute to your HSA

Enter the amount you would like to contribute to your HSA. The total amount that you can contribute for this benefit year is \$5,600.00

Contribution Type

Repeating

#### Repeating

Change contribution start and end dates

Per paycheck \*

\$ 300 x 12 paychecks = \$3,600.00

Maximize annual contributions

Please note, calculated amounts are estimates and may vary slightly.

**Add contribution** Clear

Next Previous Cancel

#### Estimated Contributions

\$1,300.00 of \$6,900.00

Summary

Your contribution total:	\$0.00
Employer contribution total:	\$1,300.00
Contribution total:	\$1,300.00

10. Once you have entered your 2020 HSA contribution amount, select "Next".

**PURDUE UNIVERSITY** Betty Boiler

Profile Shop for benefits Confirm & Finish

### Contribute to your Health Savings Account (HSA)

This screen reflects your employer contributions as well as any contributions you elect to make. More than one employer and/or employee line may be displayed to show your total contribution amount for the year.

Amount	Frequency	Date	Description	Actions
\$300.00	12x	01/31/2018 - 12/28/2018	Employee ongoing contribution	Actions ▾
\$108.33	11x	01/31/2018 - 12/28/2018	Employer's ongoing contribution	
\$108.37	1x		Employer's ongoing contribution	

**Estimated Contributions**

Summary **\$4,900.00 of \$6,900.00**

Your contribution total:	\$3,600.00
Employer contribution total:	\$1,300.00
Contribution total:	\$4,900.00

**Next** Previous Cancel

11. If you elect to contribute to a health care or limited purpose FSA, choose the FSA plan in the list and select "Edit contribution".

**PURDUE UNIVERSITY** Betty Boiler

### Health Savings Account (HSA)

Health Savings Account 2018

Offered By: PayFlex  
Effective Date: 01/01/2018

Employer Contributions

Employer Ongoing Contributions: \$1,300.00 per benefit year  
Total Employer Contributions: \$1,300.00 per benefit year  
Total Employer and Employee Contributions: \$1,300.00 per benefit year

**Edit contribution** Edit coverage

### Flexible Spending Accounts

Limited Purpose Health Care Flexible Spending Account (FSA) 2018

Offered By: PayFlex  
Effective Date: 01/01/2018  
Contribution Amount: \$280.00 Per Plan Year \$13.33 per month

**Edit contribution** Edit coverage

### Vision

Vision Plan 2018

Offered By: VSP  
Effective Date: 01/01/2018  
You Pay: \$0.00 per month  
Persons Covered: Betty Boiler, Joe Boiler, Pete Boiler, Goldie Boiler

Plan details

**Save** Cancel

Flexible Spending Accounts Employee Contribution	\$13.33
Dependent Care FSA Employee Contribution	\$416.67
<b>Monthly Contributions Total</b>	<b>\$538.33</b>
<b>You Pay</b>	<b>\$0.00</b>
<b>Monthly Total</b>	<b>\$538.33</b>

12. Enter the 2018 annual contribution amount you would like to contribute in the box. Select “Next”.

The screenshot shows the 'Flexible Spending Accounts' page. At the top, there is a navigation bar with 'Profile', 'Shop for benefits', and 'Confirm & Finish'. The main heading is 'Flexible Spending Accounts' with the sub-heading 'How much money do you want to contribute to your Flexible Spending Accounts account?'. Below this, it states 'You can contribute between \$100.00 and \$2,650.00 per plan year.' A text input field labeled 'Contribution Amount' contains '100.00 X'. A light blue banner below the input field reads 'The amount you enter will be divided into individual deductions over the remainder of the year.' At the bottom, there are three buttons: 'Next', 'Previous', and 'Cancel'. The 'Next' button is highlighted with a red box. The footer contains 'Benefitfocus is a registered mark of Benefitfocus.com, Inc.', a 'Log Out/My Account' link, and 'Low Vision? Enable high contrast mode'.

13. Select “Save” at the bottom of the health plans summary page.

The screenshot shows the health plans summary page. The top navigation bar includes the Purdue University logo, the user name 'Betty Boiler', and a shopping cart icon. The main content area is divided into two columns. The left column lists three health plans: 'Health Savings Account (HSA)', 'Flexible Spending Accounts', and 'Vision'. Each plan has a brief description, effective date, and contribution information. The right column is a summary table for 'Tax Advantage Accounts (3 items)'. At the bottom, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

Tax Advantage Accounts (3 items)	
Monthly Contributions	
Health Savings Account (HSA) Employer Contribution	\$108.33
Flexible Spending Accounts Employee Contribution	\$13.33
Dependent Care FSA Employee Contribution	\$416.67
Monthly Contributions Total	\$538.33
You Pay	
Monthly Total	\$674.66

14. Next, you will be directed back to the Open Enrollment Benefits” summary page. Scroll down the page reviewing your coverage and dependents for each plan. Select “Edit coverage” under each plan option to make any changes to coverage for that plan.

**PURDUE** Betty Boiler

**Open Enrollment Benefits** 19/23  
Benefits Complete

Whether you want to change your benefits or keep them the same as last year, it's still important that you carefully complete each step in the enrollment process to make sure all of your benefits are covered for the upcoming plan year.

Current Benefits **Open Enrollment Benefits**

**Your benefits**

**1. Your Medical coverage** \$202.00 per month  
**Purdue Health Plan Plus HSA 1 2018**  
 Offered By: ANTHEM  
 Effective Date: 01/01/2018  
 Persons Covered: Betty Boiler, Joe Boiler, Peter Boiler, Gailie Boiler  
 Edit coverage Show Plan Details Decline

**2. Your Pharmacy coverage** \$0.00 per month  
**Pharmacy for Staff Plans 2018**  
 Offered By: CVS Caremark  
 Effective Date: 01/01/2018  
 Persons Covered: Betty Boiler, Joe Boiler, Peter Boiler, Gailie Boiler  
 Edit coverage Show Plan Details Decline

**3. Your Health Savings Account (HSA) coverage**  
**Health Savings Account 2018**  
 Employer Contributions:  
 Employer Ongoing Contributions: \$1,300.00 per benefit year  
 Total Employer Contributions: \$1,300.00 per benefit year  
 Total Employer and Employee Contributions: \$1,200.00 per benefit year  
 Offered By: PlayFlex  
 Effective Date: 01/01/2018  
 Persons Covered: Betty Boiler  
 Edit contribution Edit coverage Decline

15. Some benefits require a decision to be made before your enrollment can be submitted. These plans are highlighted in blue. You can choose to “Begin enrollment” or “Decline coverage”. Once you have selected to enroll in the plan or declined coverage, the blue highlight is removed and you are able to continue with your enrollment (as shown).

**9. Your Voluntary Accident coverage**  
 You have declined this benefit.  
 Edit coverage

**10. Choose your Supplemental Hospital Insurance coverage**  
 Begin enrollment Decline coverage

**11. Your Legal coverage**  
 You have declined this benefit.  
 Edit coverage

**9. Your Voluntary Accident coverage**  
 You have declined this benefit.  
 Edit coverage

**10. Your Supplemental Hospital Insurance coverage** \$10.43 per month  
**Supplemental Hospital insurance - Low 2018**  
 Offered By: AllLife  
 Effective Date: 01/01/2018  
 Persons Covered: Betty Boiler  
 Edit coverage Show Plan Details Decline




16. Further down the summary, you will see the life insurance plans with the coverage you have currently selected that will continue for 2020 unless you choose “Edit coverage” and make a change. If you previously entered your beneficiaries, you will see this information listed. **If you have not entered beneficiaries, you are able to do so by selecting the pencil icon next to “Edit”.**

**PURDUE** Betty Boiler


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**12. Your Term Life coverage** \$0.00 per month  
**Basic Employee Term Life 2018**

Offered By:	Minnesota Life
Coverage Amount:	\$62,000.00 (1.5 times salary up to \$500,000.00)
Effective Date:	01/01/2017
Persons Covered:	Betty Boiler
Beneficiaries:	Pete Boiler, Goldie Boiler 

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**13. Your AD&D coverage** \$0.00 per month  
**Basic Employee AD&D Insurance 2018**

Offered By:	Minnesota Life
Coverage Amount:	\$15,000.00
Effective Date:	01/01/2017
Persons Covered:	Betty Boiler
Beneficiaries:	Pete Boiler, Goldie Boiler 

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**14. Your Voluntary Term Life coverage** \$6.11 per month  
**Voluntary Term Life 2018**

Offered By:	Minnesota Life
Coverage Amount:	\$165,000.00 (3 x salary up to \$439,000.00)
Effective Date:	01/01/2017
Persons Covered:	Betty Boiler

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**15. Your Voluntary AD&D coverage** \$1.60 per month  
**Voluntary AD&D 2018**

Offered By:	Minnesota Life
Coverage Amount:	\$60,000.00

17. Continue down the page reviewing your coverages and making decisions on blue highlighted plans. until you reach the bottom of the page.

**19. Your Voluntary Child AD&D coverage** \$0.80 per month  
**Voluntary AD&D Child 2018**

Offered By:	Minnesota Life
Coverage Amount:	\$40,000.00
Effective Date:	01/01/2017
Persons Covered:	Pete Boiler, Goldie Boiler

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**20. Choose your Employee Universal Life coverage**

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**21. Choose your Child Term Rider coverage**

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**22. Choose your Spouse Universal Life coverage**

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**23. Your Long-Term Disability coverage** \$13.25 per month  
**Long Term Disability 2018**

Offered By:	CIGNA
Coverage Amount:	\$2,970.30 per month (65% of monthly salary maximum of \$22,000.00 per month)
Effective Date:	01/01/2017
Persons Covered:	Betty Boiler

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I have reviewed the information above

You Pay (Monthly Total): **\$671.79**

18. Once you've scrolled through all of the benefit plans to the bottom of the page, click the small checkbox "I have reviewed the information above" on the bottom left side of the page, then choose "Complete Enrollment" when you are ready to submit your enrollment.

21. Your Long-Term Disability coverage  
Long Term Disability 2018

Offered By: CIGNA  
Coverage Amount: \$2,970.39 per month (65% of monthly salary maximum of \$22,000.00 per month)  
Effective Date: 01/01/2017  
Persons Covered: Betty Boiler

I have reviewed the information above

Complete Enrollment Cancel

You Pay (Monthly Total): \$671.79

19. After completing your enrollment, you will be directed back to the "Manage Your Benefits" page. At the top of the page, you will see a green shaded box that states you have successfully completed your enrollment, along with your confirmation number.

A benefits confirmation statement with your updated 2020 elections will be available in the "Important Documents" box labeled "Employee Summary Report". Please review the summary and retain a copy for your records. Once you have reviewed and saved a copy of your statement, select the down arrow next to your name to log out.

PURDUE UNIVERSITY

Betty Boiler

Home Profile Benefits Dependents Questionnaire

MANAGE ACCOUNT  
Login Information  
My Documents  
View HSA Contribution  
Life Change

QUICK LINKS  
Learning Center  
High Contrast Mode OFF

Congratulations, Betty! You have successfully completed your enrollment process.  
Your confirmation number is: 14195742379-232159. Please review and print your Benefit Detail Report for your records.

Manage Your Benefits  
Betty, to make the best of your benefit offerings, please remember:

- This enrollment site will help you compare your benefit plan options and costs, manage your beneficiary information, and submit required documents.
- If you have a qualifying life event during the plan year, you may be allowed to make a corresponding change in your benefits within 31 days of a life event, like birth, adoption, marriage or loss of other coverage. Evidence of the qualified life events and dependent verification is required.
- You can make changes at any time without a qualifying life event to the following: Health Savings Account (HSA) contributions, Term Life Insurance coverage level and your beneficiary information (Term Life, AD&D, and Critical Illness plans).
- When you enroll an eligible dependent, you must be able to provide a date of birth and Social Security Number. The Affordable Care Act (aka Health Care Reform) requires employers to send dependent social security numbers (SSN) to the IRS, along with their medical election. If your dependent does not have a SSN to enter, you may disregard this message.
- For general assistance, please contact Purdue Benefits via 765-494-2222 or hr@purdue.edu. If you have questions or concerns and need to share more personal details, please log in at [www.purdue.edu/hrhelp](http://www.purdue.edu/hrhelp) using your Purdue career account to send a more secure message. (HR Help is a secure Web system that safeguards messages sent between the employee and Human Resources. It protects privacy at a higher level than ordinary email.)

Edit your benefits >

Benefits Snapshot

Open Enrollment Benefits	Current Benefits
<b>Medical</b> Purdue Health Plan Plus HSA 1 2018   Employee & Family   Effective as of 01/01/2018	\$202.00 Monthly
<b>Pharmacy</b> Pharmacy for Staff Plans 2016   Employee & Family   Effective as of 01/01/2018	\$0.00 Monthly
<b>Health Savings Account (HSA)</b> Health Savings Account 2018   Effective as of 01/01/2018	\$300.00 Monthly

Important Documents

- Employee Summary Report
- Employee Detail Report