

## ESS – Annual Enrollment Step 4: Health Plans

Location(s): myNKU → Employee Self Service (ESS) → Benefits and Payment → Annual Enrollment

Your current health plans of Dental, Medical, and Vision will be displayed. Click Edit ( ) to enroll in the plan and coverage level of your choice, or to waive coverage.

**Open Enrollment: Step 4 of 8 (Health Plans)**

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Every member enrolled in the HMO plan must have a Primary Care Physician selected within the network. Please enter the Physician information, including their HMO Identifier code from the Cincinnati/Northern Kentucky HMOx network.

HDHP Members - Remember to enroll in the Health Savings Account listed under Savings Plans.

**Enroll in Health Plans**

Actions	Plan Type	Starts On	Status	Plan Name	Option	Coverage	Dependents	Pre-Tax Costs	Post-Tax Costs
	Dental	01/01/2016	Current	Dental	Preventive	Employee + Child(ren)	Abby Test New Hire	160.20 USD Annually	
	Medical	01/01/2016	Current	High Deductible w/HSA	HDHP 100/70	Employee + Child(ren)	Abby Test New Hire	610.44 USD Annually	
	Vision	01/01/2016	Current	Vision	Basic	Employee + Child(ren)	Abby Test New Hire		

[Find a Doctor](#)

Dental Insurance - Election of Buy Up coverage requires enrollment for two consecutive enrollment cycles.

Every member enrolled in the HMO plan must have a Primary Care Physician selected within the network. Please enter the Physician information, including their HMO identifier code from the Cincinnati/Northern Kentucky HMOx network.

HDHP - Remember to enroll in the Health Savings Account listed under Savings Plans.

### Example Edit

The following example will be editing dental coverage. Please note the steps are the same for editing Medical and Vision coverage.

The current dental plan for this employee is Employee + Child(ren).

1. Click Edit.
2. The Select a Dental Plan dialog box opens, with all available dental plans displayed.
3. As I select different dental plans, the ability to enroll dependents changes based on the plan selected.
  - The current plan of Employee + Child(ren) is selected, and I am unable to add my spouse but can add my new dependent of Victor Nancy.

**Select a Dental Plan**

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Dental	Preventive	Employee + Child(ren)	160.20 USD Annually	
Dental	Preventive	Employee + Spouse	174.84 USD Annually	
Dental	Preventive	Employee + Family	321.12 USD Annually	
Dental	Preventive	NKU Spouses + Family	203.40 USD Annually	
Dental	Preventive	NKU Spouses	57.12 USD Annually	
Dental	No Coverage Elected	Waived Coverage		

**Enroll Dependents**

Bobby Test New Hire (Spouse) - Ineligible: Not valid for selected coverage level

Victor Nancy (Child)

Abby Test New Hire (Stepchild)

Add Cancel

If you do not want coverage, select Waived Coverage

- If I select the Employee + Family plan, I will be able to add any or all of the dependents – including the spouse.

**Select a Dental Plan**

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Dental	Preventive	Employee + Child (ren)	160.20 USD Annually	
Dental	Preventive	Employee + Spouse	174.84 USD Annually	
Dental	Preventive	Employee + Family	321.12 USD Annually	
Dental	Preventive	NKU Spouses + Family	203.40 USD Annually	
Dental	Preventive	NKU Spouses	57.12 USD Annually	
Dental	No Coverage Elected	Waived Coverage		

**Enroll Dependents**

Bobby Test New Hire (Spouse)

Victor Nancy (Child)

Abby Test New Hire (Stepchild)

4. Select all dependents that should be covered by the plan.
5. Click Add.

**Select a Dental Plan**

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Dental	Preventive	Employee + Child (ren)	160.20 USD Annually	
Dental	Preventive	Employee + Spouse	174.84 USD Annually	
Dental	Preventive	Employee + Family	321.12 USD Annually	
Dental	Preventive	NKU Spouses + Family	203.40 USD Annually	
Dental	Preventive	NKU Spouses	57.12 USD Annually	
Dental	No Coverage Elected	Waived Coverage		

**Enroll Dependents**

Bobby Test New Hire (Spouse)

Victor Nancy (Child)

Abby Test New Hire (Stepchild)

**Add** **Cancel**

6. Dental now displays the changed option and coverage, as well as the dependents.

Enroll in Health Plans								
Actions	Plan Type	Starts On	Status	Plan Name	Option	Coverage	Dependents	
	Dental	01/01/2016	New	Dental	Preventive	Employee + Family	Bobby Test New Hire, Victor Nancy, Abby Test New Hire	

- Repeat these steps for Medical and Vision as needed.

7. Click Next to proceed to Step 5: Insurance Plans.

