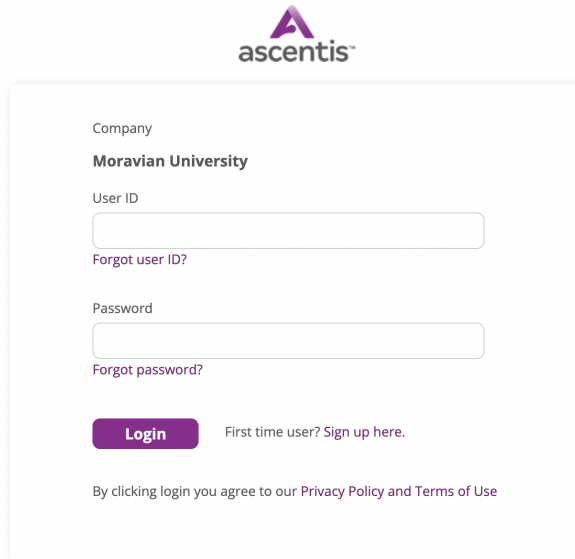


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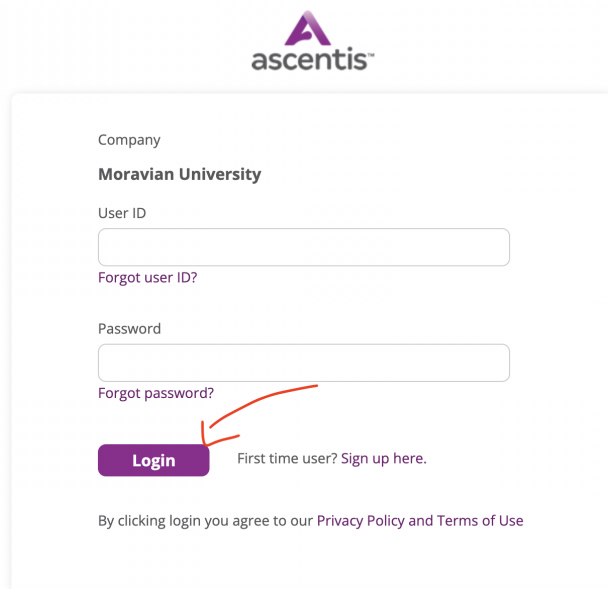
HOW TO CHANGE A BENEFIT ELECTION

1. Go to: HRportal.moravian.edu
2. Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)



The screenshot shows the Ascentis login interface. At the top is the Ascentis logo. Below it, the company name "Moravian University" is displayed. There are two input fields: "User ID" and "Password". Below each field is a link for "Forgot user ID?" and "Forgot password?". A purple "Login" button is positioned to the left of the text "First time user? Sign up here.". At the bottom, a small text line reads "By clicking login you agree to our Privacy Policy and Terms of Use".

3. Click on "Login"



This screenshot is identical to the one above, but it includes a red arrow pointing from the right towards the purple "Login" button, highlighting the step to click the button.

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

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4. Go to "Myself", click "Benefits," "Benefit Summary", click on the drop down arrow next to the benefit you would like to change and click "Change".

Personal Information
Family Members
Benefits
Benefit Summary
Plan Information & Comparison
Beneficiaries
Retirement
Benefits Links
1095-C for My Taxes
My Paycheck
My Attachments
Company Links

Current enrollment Collapse all | Expand all

Medical PPO Plan You pay per paycheck [REDACTED]

Family Members Covered [REDACTED]

PPO Plan
View Plan Details

You pay per paycheck [REDACTED]
Company pays per paycheck [REDACTED]
Enrolled since [REDACTED]

Change

> Totals Details Pay per paycheck \$ 187.26

5. Select a "Change Reason" and a "Date of Event" and then click "Next".

Note: Other than during an open enrollment period, you can only enroll in or make enrollment changes to a Health & Wellness Plan if you experience a qualifying life event. Changes must be made within 30 days of the qualifying life event. [Click here to review qualifying life events.](#)

Select a Change Reason

Making a benefit change outside of Open Enrollment may require a qualifying change reason.

Are you eligible to make a change? Check by clicking on this link: [Qualifying Life Events](#). Please select a change reason below. All changes will be note to HR to include with the change.

Retirement contributions: Please log into TIAA.org/moravian to make a change to your retirement contributions.

Upon making your selection below, please select the "Next" button to confirm your changes.

Change Reason:

Date of Event:

Note:

Back

Next

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

6. Make your benefits selection and click "Next"

If dependents can be enrolled in a plan, select the family members that you would like to enroll, then select the plan that you would like to enroll in. Click the plan name for more information about the plan.

-->NOTE: If you do not see a family member listed, you must first add them to this portal by clicking on the blue link to your left titled "Family Members." Required information - Social security number, date of birth, and full name. **When adding someone new to your HEALTH PLAN, you MUST supply HR with a copy of the applicable**

-marriage license or certificate

and/or

-birth certificate, adoption agreement, or legal guardianship. You can **upload document(s) to self-service** or send to Hope Meixell using **Zend** (Moravian net log-in needed).

PPO Plan

You have been enrolled since [REDACTED]



QHDHP

You are eligible for this plan.

None. I do not want to enroll in a Medical plan. Waive all Medical coverage.

Back

Next

Your total benefit costs so far:

[REDACTED]

The company's total benefit costs so far:

[REDACTED]

7. Confirm your enrollment by clicking "Confirm Enrollment"

Confirm Enrollment

Shown below are all the enrollment selections that you just elected. By clicking the button "**Confirm Enrollment**," you grant Moravian University deductions.

After clicking "Confirm Enrollment" you cannot make any changes to your elected benefits, or enroll in any currently declined benefits until November, with any benefit changes becoming effective the following January 1), except for specified "Qualified Family Status Changes." Please notify Moravian University in writing of a "Qualified Family Status Change" within 31 days from the date of occurrence.

After you click Confirm Enrollment, your changes will be sent to HR for approval. You will also be taken to a summary page. Please print this:

Medical

[Capital Blue Cross: PPO Plan](#)

[REDACTED]

[REDACTED]

Back **Confirm Enrollment**

8. All changes will be sent to HR for approval. Elections will be approved if all necessary documents are submitted into the attachments section of ESS or by emailing our Benefits Manager

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.