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You will be taken to a welcome dashboard giving you a brief overview of the benefits available to you. Click the blue button in the very bottom right.

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You will review



A pop-up will appear for individuals to add. Click on the drop-down to begin with

You will need the date of birth and social for your dependents, but when entering your beneficiary, you will simply need a good way of contacting that person.

You may not have dependents, but provides basic life and AD&D, and insurance on top of that.

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Finally, you will be taken to the benefician plans with more than one option, such

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the opportunity to purchase m

w of all the plans availa al, you will have an or bu. Fo Ity to dia r benefit,

When you click

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If you select either of the medical plans, the very next option is to enroll in the corresponding savings account. For High Deductible plan members, that is the HSA:

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## Medical

	Vou enrolled in Signature Deductible 3, STAFF.	
Per 201	Click Continue to Health Savings Account Staff for the next benefit or click View all benefits to manually select and another benefits werk on.	
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You to receive the employer contribution quarterly, so if you have the deductible insurance, do pass this screen.

You don t need to enter any payroll contributions to move receive the employer contribution. That said, you can enter custom amounts up to the annual max (which includes the Daemen contribution). Notice an additional details



While there is no employer match, you can contribute up to the annual max per year. Again, download the document in the additional details link and fill it out; we will upload it momentarily.

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	Provider	
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Once all your insurances are elected or waived, you will come to an upload documents section.

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On the second to last page, before you confirm your benefits, you will have a document upload. If you However, if you or you will need to upload the corresponding documents. New HSAs and annual elections of FSAs require



documents. Fill out and upload the forms that were provided underneath the additional details text link on both accounts. Upload them here.

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upper right of the page. In the final page, you II have your total cost per paycheck, followed by the plans you enrolled in, and the plans you waived. If all looks correct, dick Submit Enrollment, and you are all set.

Keep in mind that your open enrollment window will still be active for the entire duration of open enrollment, so if you change your mind, you will still be able to go into ADP through My Daemen > ADP > Myself > Benefits > Enrollments to make changes.