

2022 Online Open Enrollment

Changes to be effective January 1, 2023

General Guidelines

Open Enrollment for 2023 is October 17, 2022 - November 18, 2022.

You **MUST** re-enroll in Medical and/or Dependent Care Flexible Spending Account(s) for the 2023 year. Your 2022 Flexible Spending Account election(s) will not roll over to the new 2023 year.

If you are **not** making any changes, additions, or deletions to **Health, Dental, Vision, Optional Supplemental Accidental Death & Dismemberment or Optional Supplemental Life Insurance** coverages, no action is required.

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1. Log on to the Samford Portal. <https://connect.samford.edu>
 - a. Click on **Employee Dashboard** under the HR and Payroll header.
 - b. Click on the **Benefits** box.
 - c. Click on the **Open Enrollment** box.
 2. To begin, click on the **Start Open Enrollment**.
 3. The **Benefit Groups** are listed in blue under the **Group** heading. Benefits options for Open Enrollment are divided into three (3) Benefits group sections.
 - Health
 - [BCBS Health and Dental](#)
 - [Optional Vision coverage through VSP](#)
 - Flexible Spending
 - [Dependent Care](#)
 - [Medical Spending Accounts](#)
 - Miscellaneous
 - [Optional Accidental Death and Dismemberment \(AD&D\) for self, spouse and/or child](#)
 - [Optional Critical Illness Insurance for self, spouse and/or child](#)
 - [Optional Life Insurance for self, spouse and/or child](#)

NOTE: Clicking on the **Restart** button will reset your choices in that Benefit Group. **Cancel** will clear choices in all Groups. Click on these buttons **ONLY** if you intend to start over.

CAUTION: Once you have completed **ALL** Open Enrollment selections, you **MUST** click the **Complete** button to confirm and finalize your changes for 2023 Benefits.

You may click any of the above hyperlinks to skip ahead to the portion of instructions you find relevant.

Health Benefit Group

BC/BS Pretax Health Insurance (this includes dental insurance and cannot be a separate policy)

- To add or change coverage
 - Click on **Health** to open the group.
 - Click on **BC/BS Pretax Health Insurance (this includes dental insurance and cannot be a separate policy)**.
 - Choose Employee Only, Employee + Spouse, Employee + Children, or Employee + Family based on your biweekly or monthly pay cycle.
 - Click on **Submit Change** when finished.
 - Click **Open Enrollment Group** to go back to the Benefit group options.
 - Click **Open Enrollment** to go back to the home page and **Complete IF** you have completed all your Benefits selections OR click another Benefits group to make additional changes.
 - To cancel coverage
 - Click on **Health** to open the group.
 - Click on **BC/BS Pretax Health Insurance**.
 - Click on **Stop Benefit** to end your coverage effective 12/31/2022.
 - Click **Open Enrollment Group** to go back to the Benefit group options.
 - Click **Open Enrollment** to go back to the home page and **Complete IF** you have completed all your Benefits selections OR click another Benefits group to make additional changes.
 - If you do NOT wish to make any changes to your health and dental coverage, no action is required and your coverage for 2022 will continue into 2023 with new rates effective January 1.
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Vision

- To add or change coverage
 - Click on **Health** to open the group.
 - Click on **VSP Optional Vision Insurance**.
 - Choose Employee Single, Employee + One, or Employee + Family based on your biweekly or monthly pay cycle.
 - Click on **Add Choice** or **Submit Change** when finished.
 - Click **Open Enrollment Group** to go back to the Benefit group options.
 - Click **Complete IF** you have completed all your Benefits selections OR click another Benefits group to make additional changes.
- To cancel coverage
 - Click on **Health** to open the group.
 - Click on **VSP Optional Vision Insurance**.
 - Click on **Stop Benefit** to end your coverage effective 12/31/2022.
 - Click **Open Enrollment Group** to go back to the Benefit group options.
 - Click **Complete IF** you have completed all your Benefits selections OR click another Benefits group to make additional changes.
- If you do NOT wish to make changes to your Optional Vision coverage, no action is required and your coverage for 2022 will continue into 2023.

Flex Spending Benefit Group

Dependent Care Account

NOTE: You **MUST** re-enroll in Dependent Care every year. Your previous year's elections will not roll over.

- To add (re-enroll) in coverage
 - Click on **Flex Spending** to open the group.
 - Click on **Dependent Care Account**
 - Enter Deduction Amount per pay period:
 - **Example:** If contributing \$5500 annually
 - Biweekly employee deduction per pay period: $\$5500/24 = \229.17
 - Monthly employee deduction per pay period: $\$5500/12 = \458.34
 - Enter Annual Election Amount (yearly total).
 - Click on **Add Choice or Submit Change** when finished.
 - Click **Open Enrollment Group** to go back to the Benefit group options.
 - Click **Complete IF** you have completed all your Benefits selections OR click another Benefits group to make additional changes.
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Medical Spending Account

NOTE: You **MUST** re-enroll in Medical Spending every year. Your previous year's selections will not roll over.

- To add (re-enroll) in coverage
 - Click on **Medical Spending Account**
 - Enter Deduction Amount per pay period:
 - **Example:** If contributing \$2900 annually
 - Biweekly employee deduction amount: $\$2900/24 = \120.84
 - Monthly employee deduction amount: $\$2900/12 = \241.67
 - Enter Annual Election Amount (yearly total).
 - Click on **Add Choice or Submit Change** when finished.
 - Click **Open Enrollment Group** to go back to the Benefit group options.
 - Click **Complete IF** you have completed all your Benefits selections OR click another Benefits group to make additional changes.

Miscellaneous Benefit Group

Optional AD&D: Accidental Death & Dismemberment

NOTE: You must select coverage in the **Employee** plan before you select coverage for a **Spouse** or **Child** plan.

- To add or change coverage
 - Click on **Miscellaneous** to open the group.
 - Click the appropriate benefit option.
 - Calculate Employee **Monthly** Premium Amount.
 - Example: Employee age 45-49 purchases \$100,000 Supplemental Life coverage
 - \$2.00 (rate for ages 45-49) x 10 (increments of \$10,000) = \$20.00/month
 - Monthly employee premium per pay period = \$20.00
 - Biweekly employee premium per pay period = \$10.00
 - Enter Premium per Pay Period.
 - Enter Total Coverage Amount.
 - Click on **Add Choice or Submit Change** when finished.
 - Click **Open Enrollment Group** to go back to the Benefit group options.
 - Click **Complete** **IF** you have completed all your Benefits selections OR click another Benefits group to make additional changes.
 - To cancel coverage
 - Click on **Miscellaneous** to open the group.
 - Click the appropriate benefit option.
 - Click on **Stop Benefit** to end your coverage effective 12/31/2022.
 - Click **Open Enrollment Group** to go back to the Benefit group options.
 - Click **Complete** **IF** you have completed all your Benefits selections OR click another Benefits group to make additional changes.
 - If you do NOT wish to make changes to your coverage, no action is required and your coverage for 2022 will continue into 2023.
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Optional Life Insurance

Repeat the above AD&D instruction steps for Optional Life Insurance options.

Optional Critical Illness Insurance

Repeat the above AD&D instruction steps for Optional Life Insurance options.