MICHIGAN CATHOLIC CONFERENCE

MiCatholic Benefits

ENROLLMENT HOW-TO GUIDE

How to Enroll via MiCatholic Benefits Guide

Rebranded:
MCC Employee Benefits Program = MiCatholic Benefits

MICHIGAN CATHOLIC CONFERENCE

MiCatholic Benefits

https://micatholicbenefits.hroffice.com

MiCatholic Benefits Portal

MCC's Benefits Portal

Through *MiCatholic Benefits* you may:

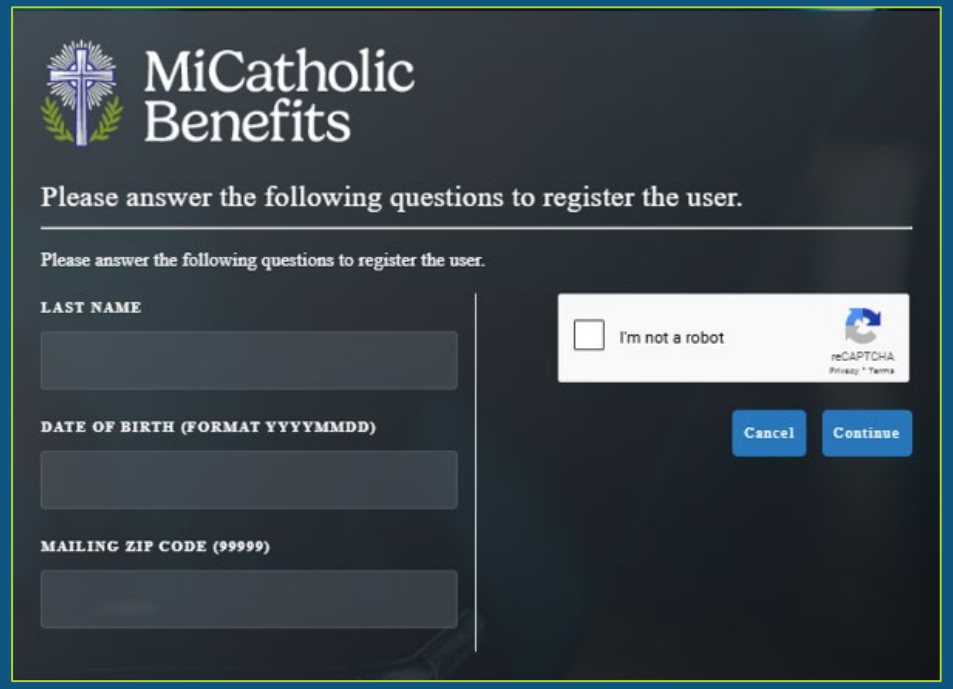
- Enroll in benefits when newly eligible
- Enroll in benefits during Open Enrollment
- Review and/or update designated beneficiaries for life and pension benefits
- Review your Lay Employees' Retirement Plan benefits

Register and access @:
https://micatholicbenefits.hroffice.com

MiCatholic Benefits Registration & Login

New Users

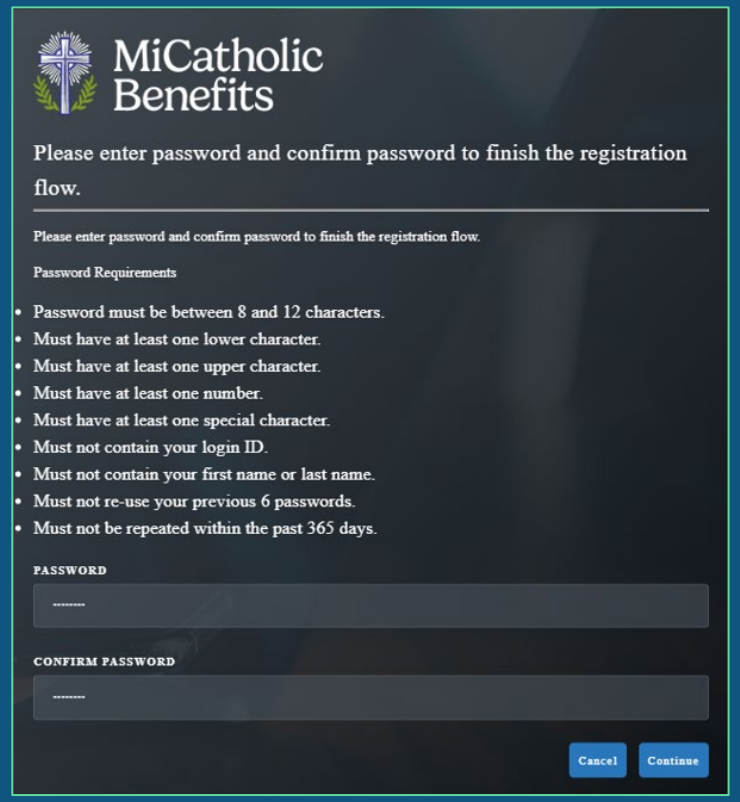
1. Last Name
2. Date of Birth (YYYYMMDD)
3. Home Zip Code (as on file with MCC)
4. Check the *I'm not a robot* Checkbox then *Verify*
5. Click *Continue*
6. Create Password and Follow Prompts



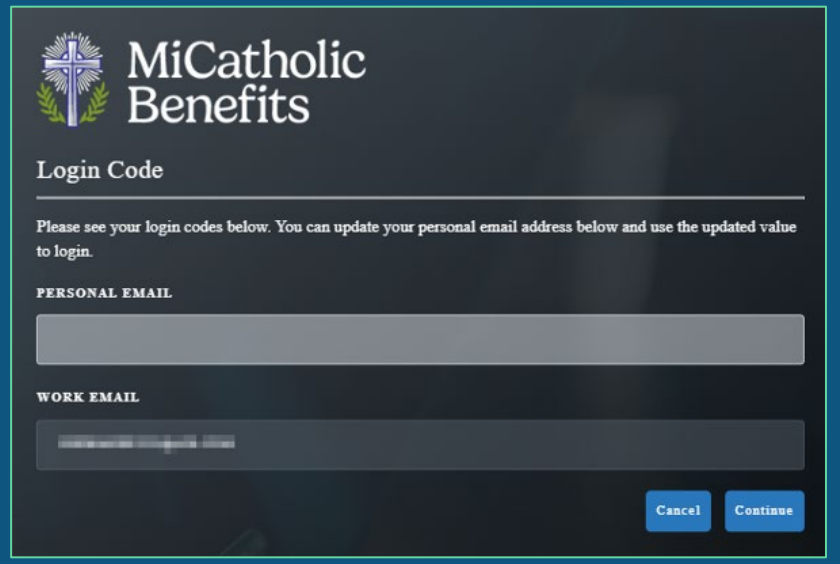
NOTE: Passwords must be updated every 365 days.

Create & Save Secure Password

Create Password, then *Continue*

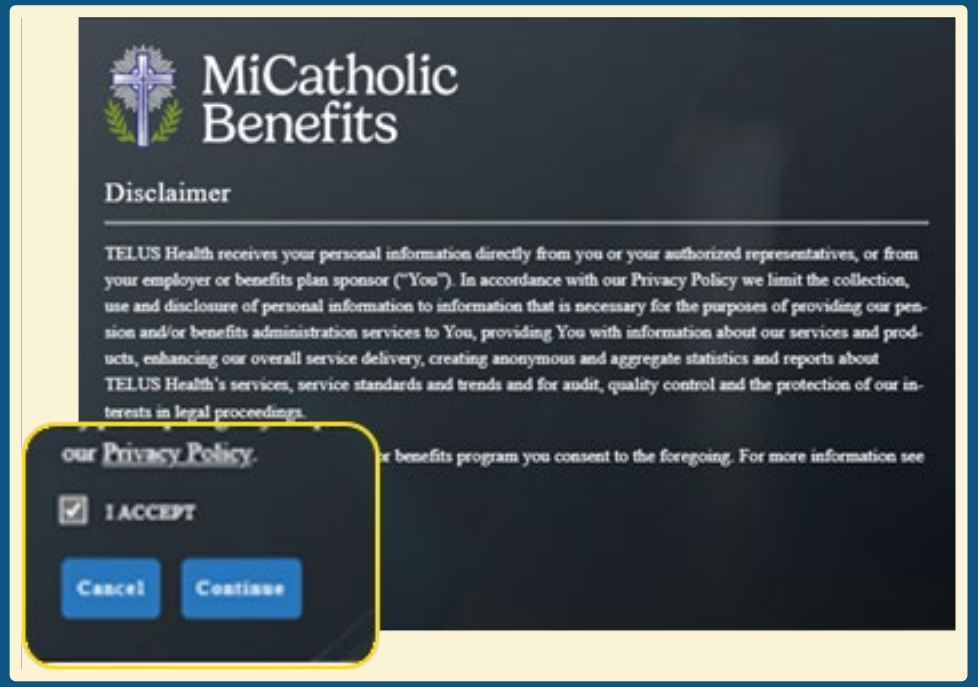


Confirm Password, then *Continue*

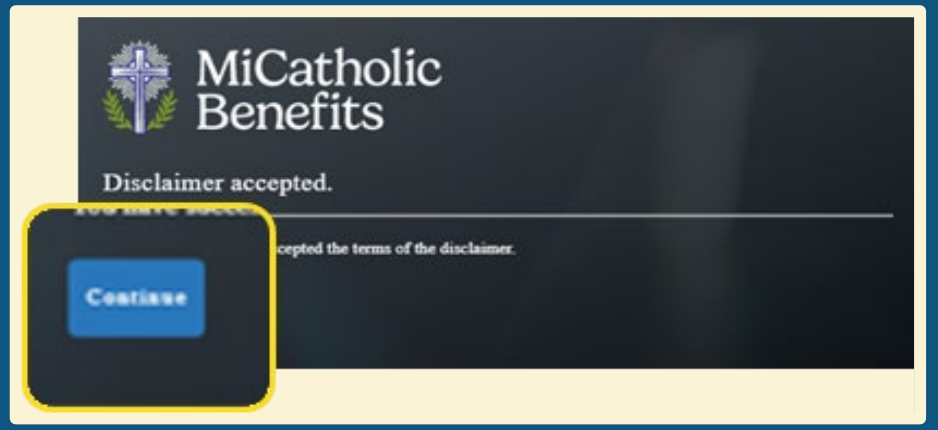


Review & Accept Disclaimer

Check Mark: *I Accept,* then *Continue*



Disclaimer Accepted

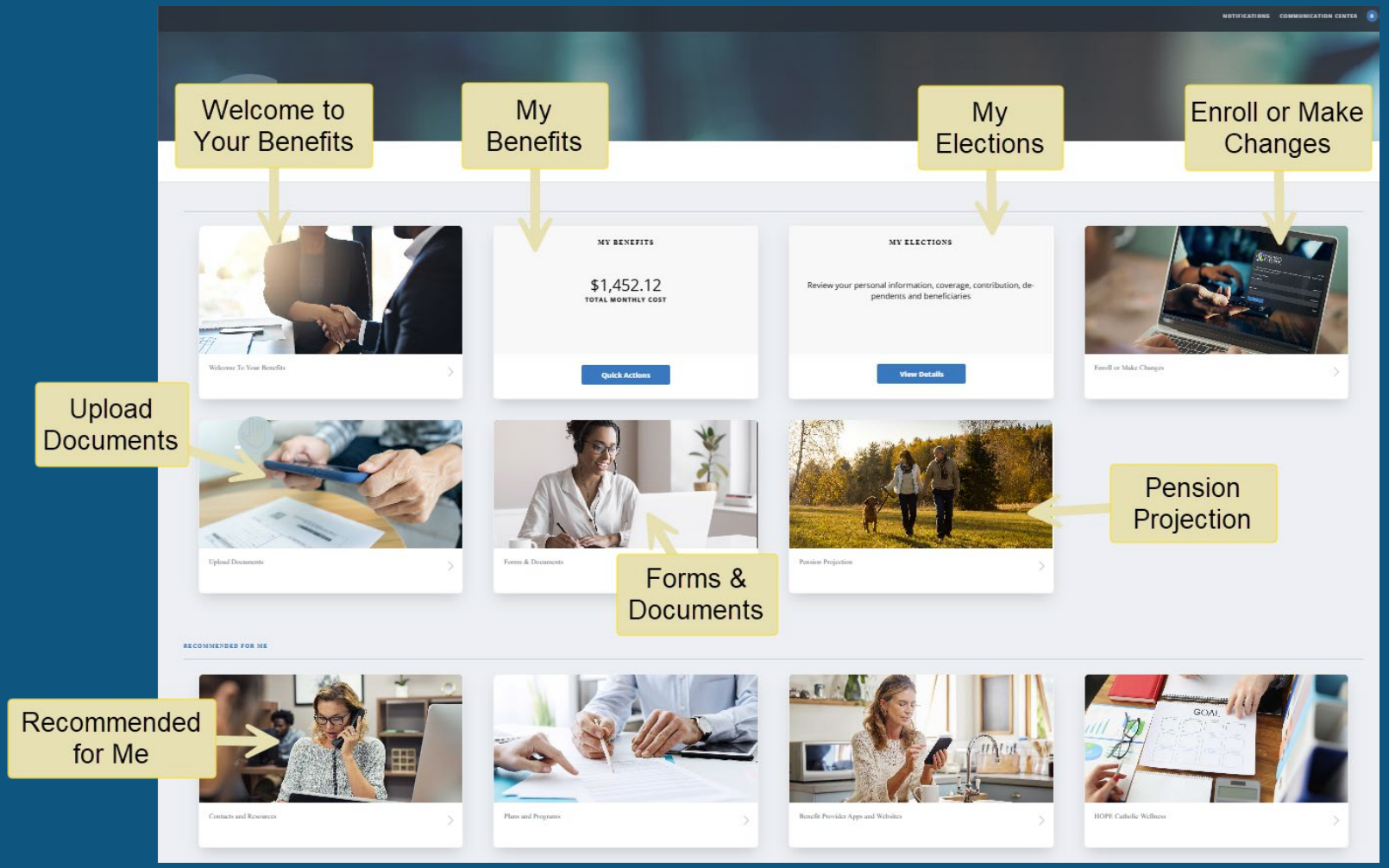


Returning Users

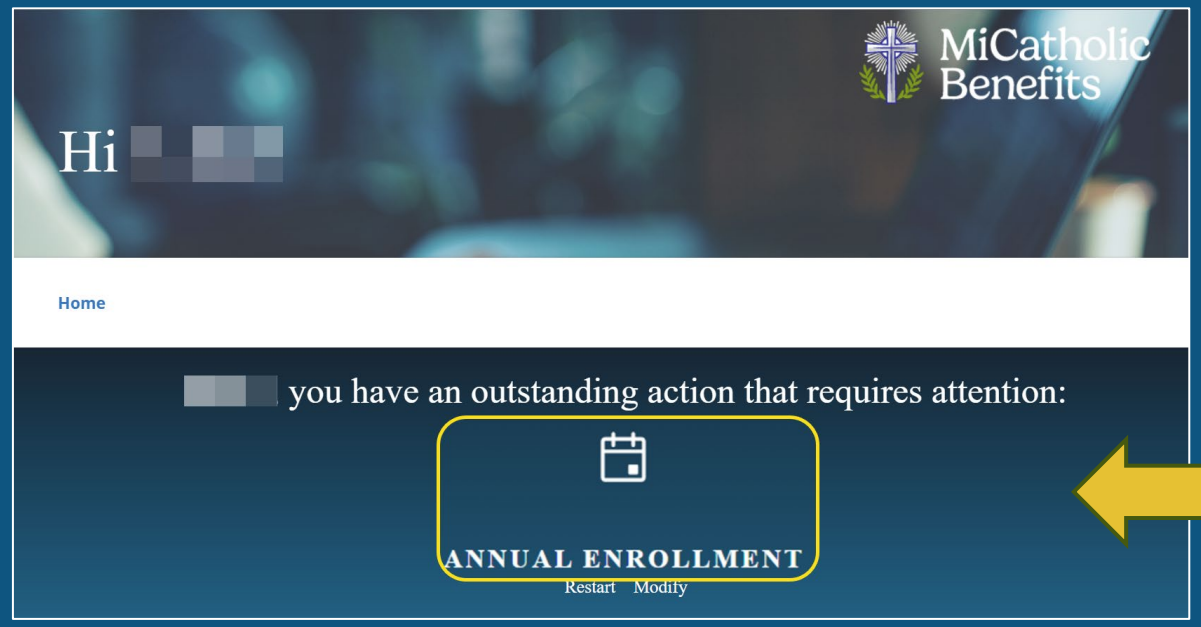
Easy 1, 2, 3 Access

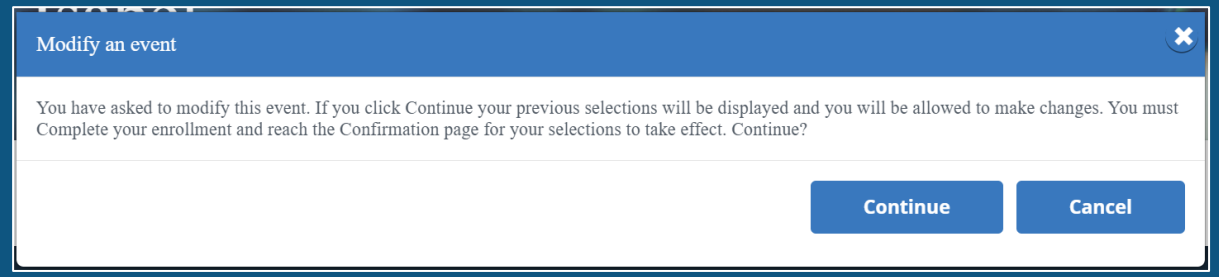
1. User ID = Email Address
2. Password
3. Login

Home Screen Provides Access to:



Notice of outstanding action that requires attention.

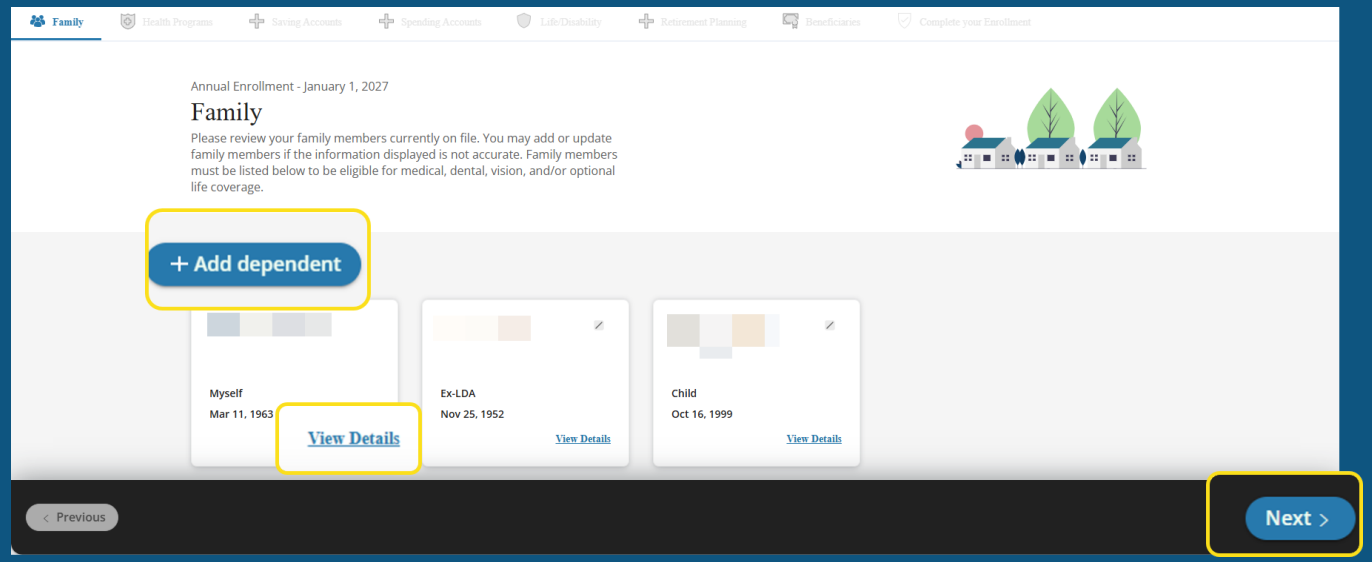




Click on *Enrollment Event, Modify an Event,* or *Documentation Upload,* then *Continue*.

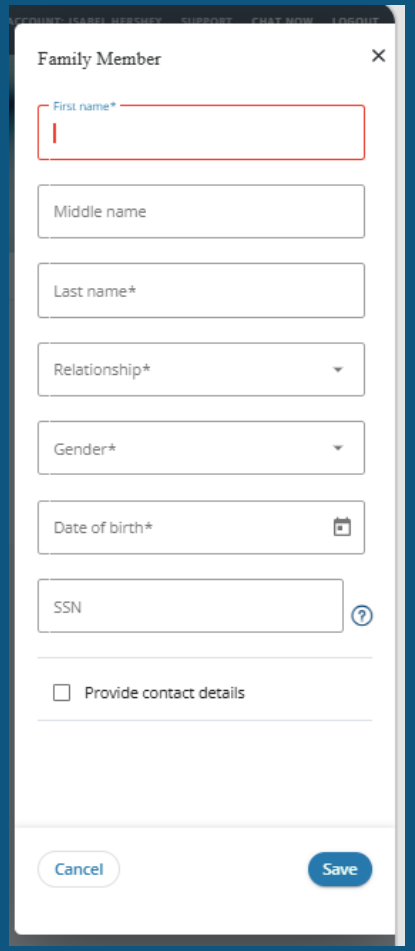
- *Restart* will revert changes to existing elections.

Newly Eligible, Qualifying Life Event, or Annual Enrollment

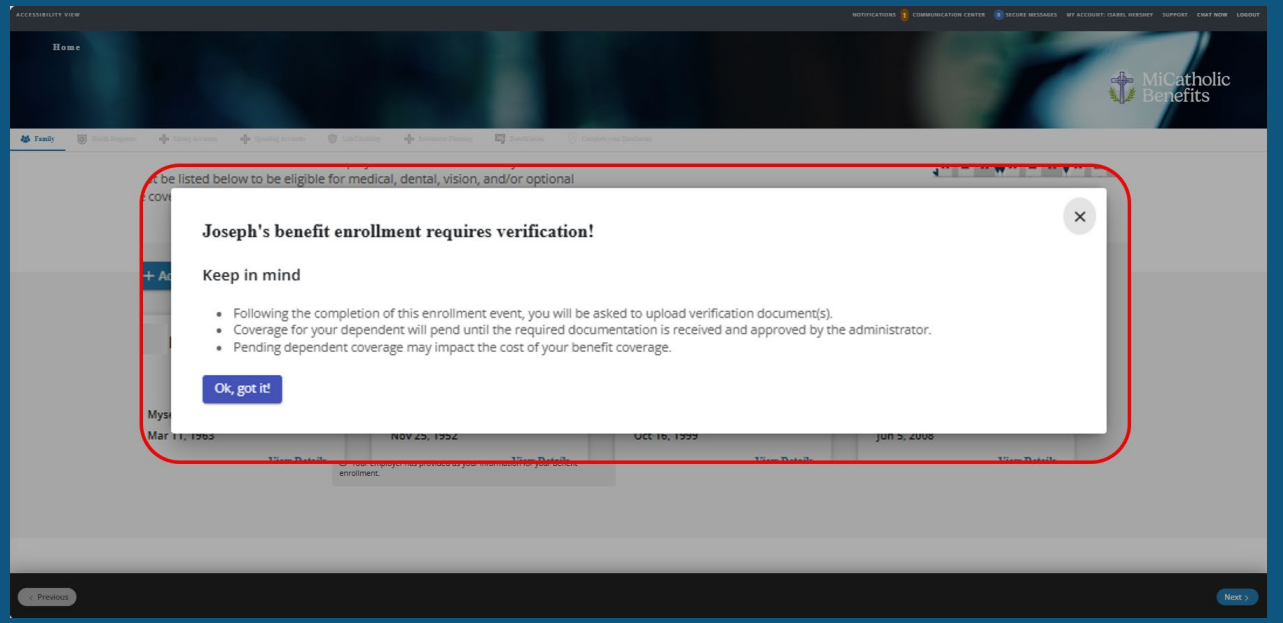


1. *View Details* to confirm family member's information is correct.
2. Select *Add dependent* to do so.
3. Select *Next* to advance.

Adding dependents to your coverage:



1. Provide family member's information then *Save*.
2. Acknowledge statement regarding eligibility verification with *Ok, got it!*



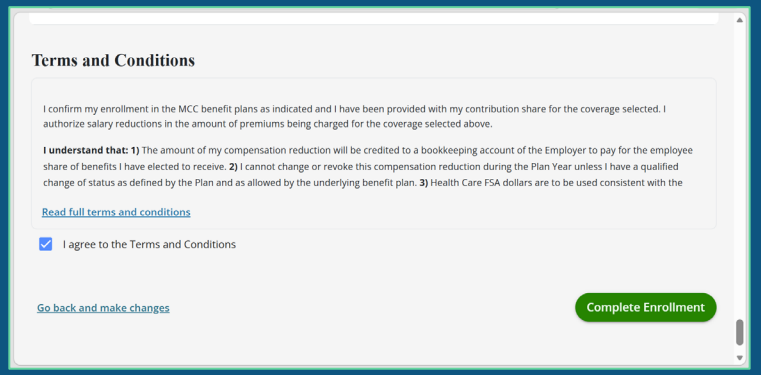
Select/deselect members for benefit coverage, then complete.

Only your available benefits will display:

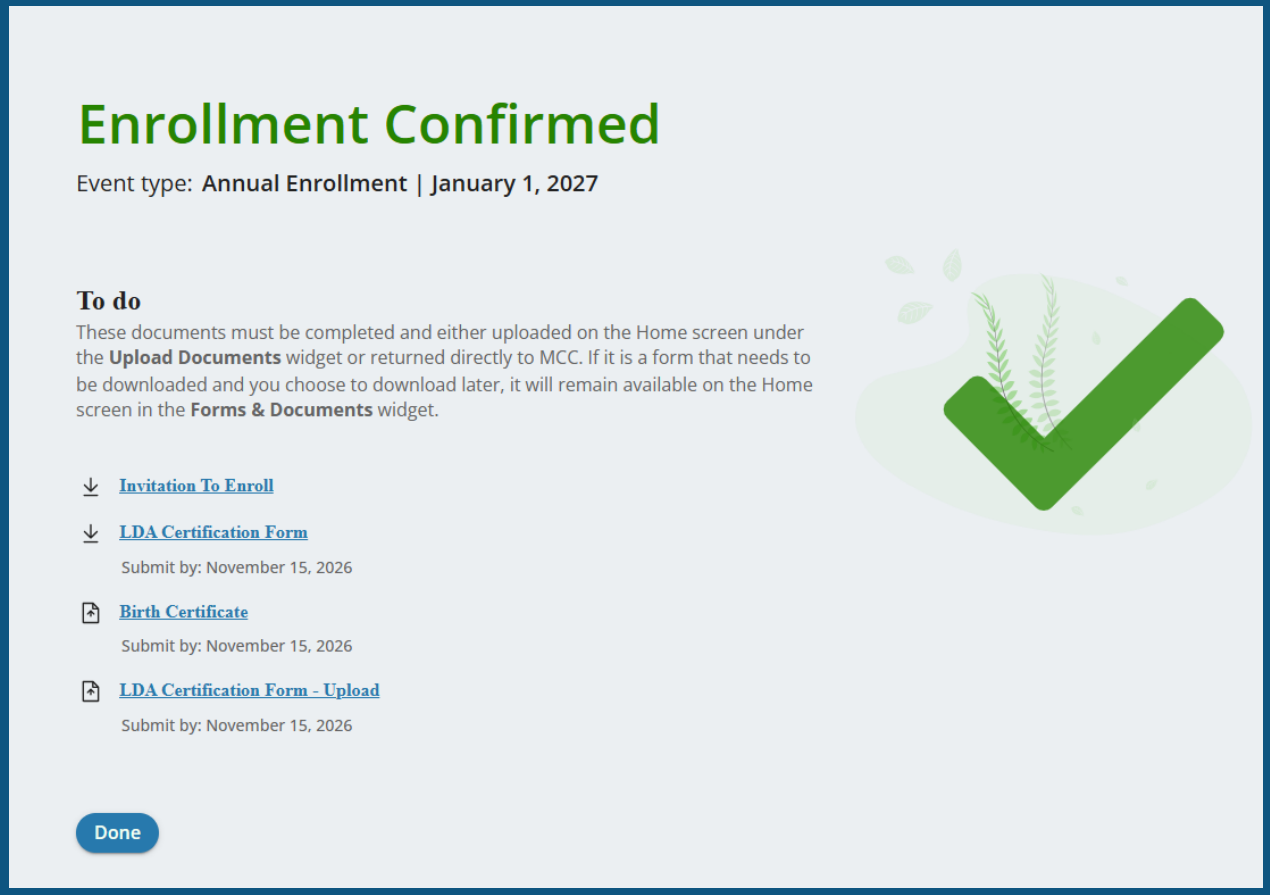
- Medical
- Dental
- Vision
- Flexible Spending Accounts (HCFSA & DCFSA)
- Health Savings Account (HSA) & Limited Purpose FSA
- Optional Life
- Employer Provided Life & Disability

Once benefits are selected and dependents are added:

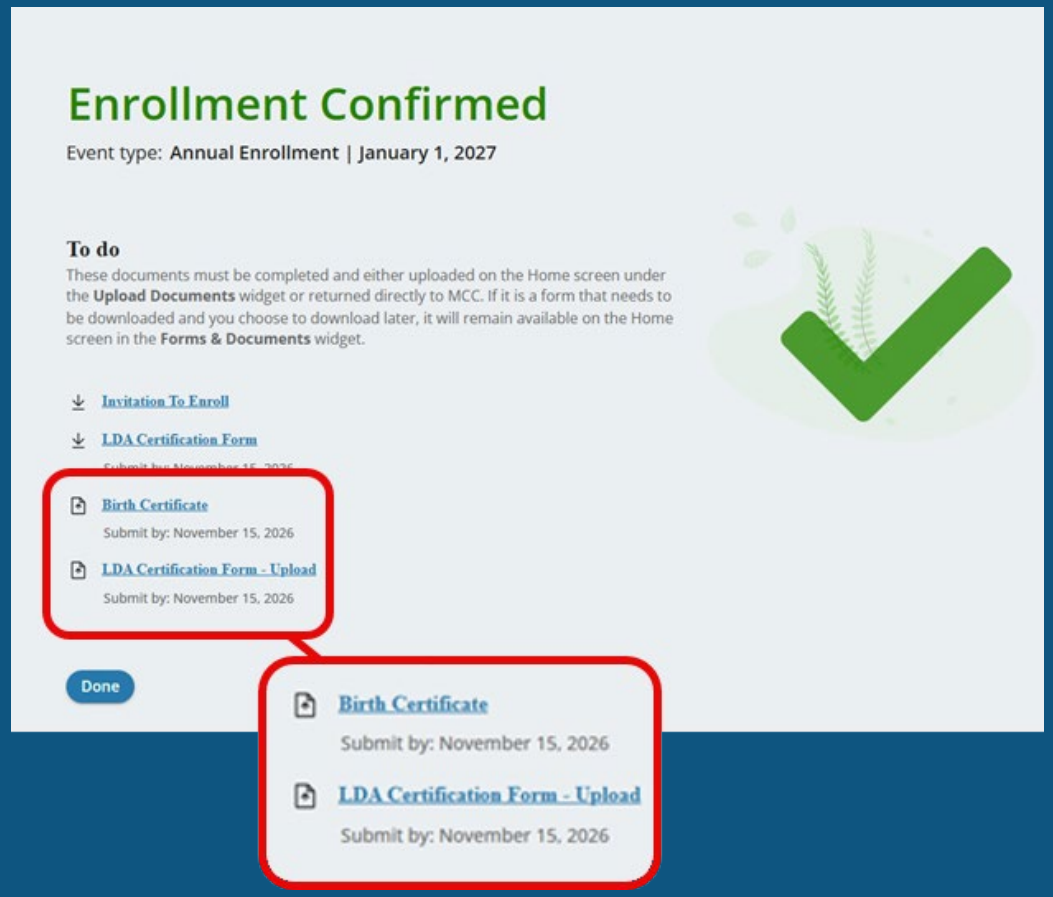
1. Review elections and dependents covered in summary.
2. Scroll to and read terms and conditions in full.
3. Acknowledge you've read and agree to the Terms and Conditions
4. Complete Enrollment



Enrollment Confirmed! Upload Documents



DON'T WAIT!
Upload Forms to Complete Eligibility



Required documents must be uploaded (or faxed*) to MCC by November 20 to confirm eligibility.

No documents = No coverage.

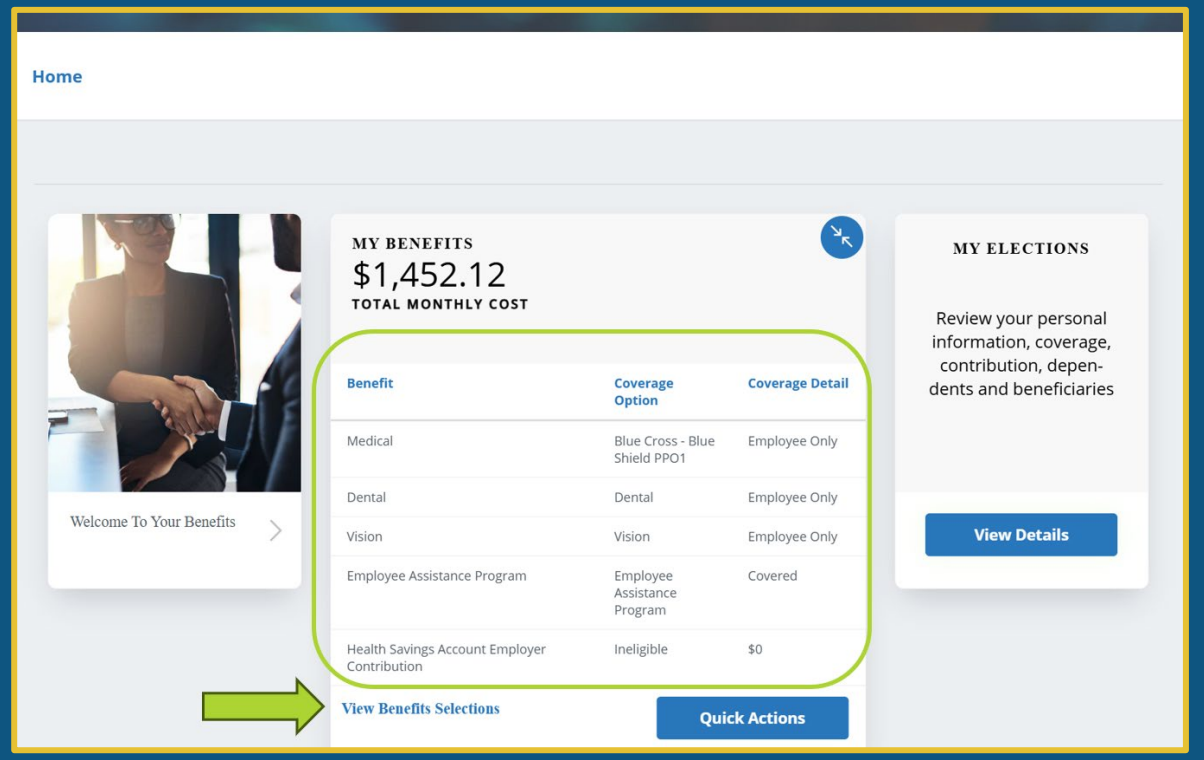
*FAX #: 517.316.3690

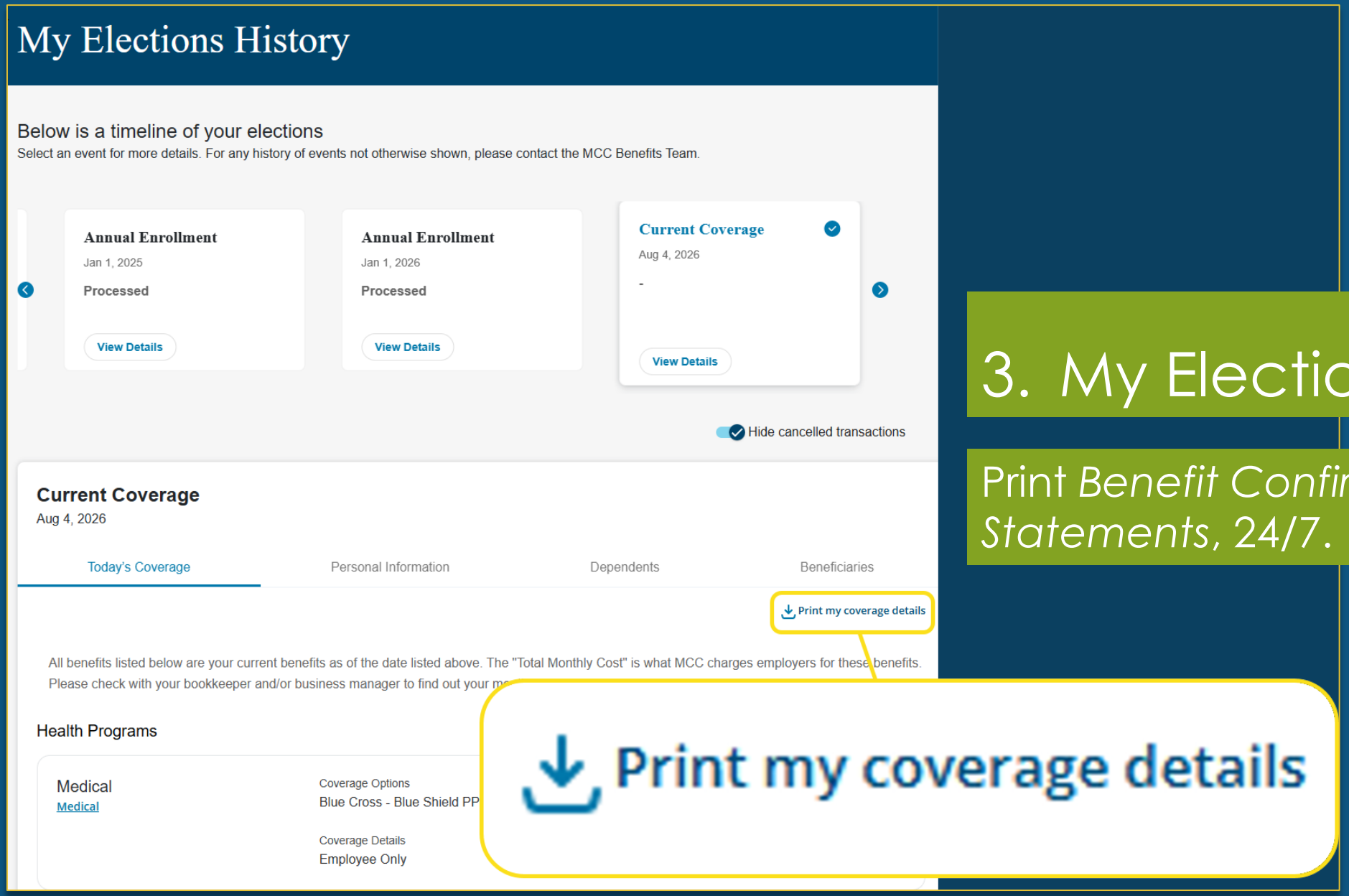
Before & After Open Enrollment

MICATHOLIC BENEFITS

1. *Welcome to Your Benefits* message.

2. *My Benefits* screen highlights current benefit elections.
   - Learn more on each elected plan via *View Benefit Elections.*

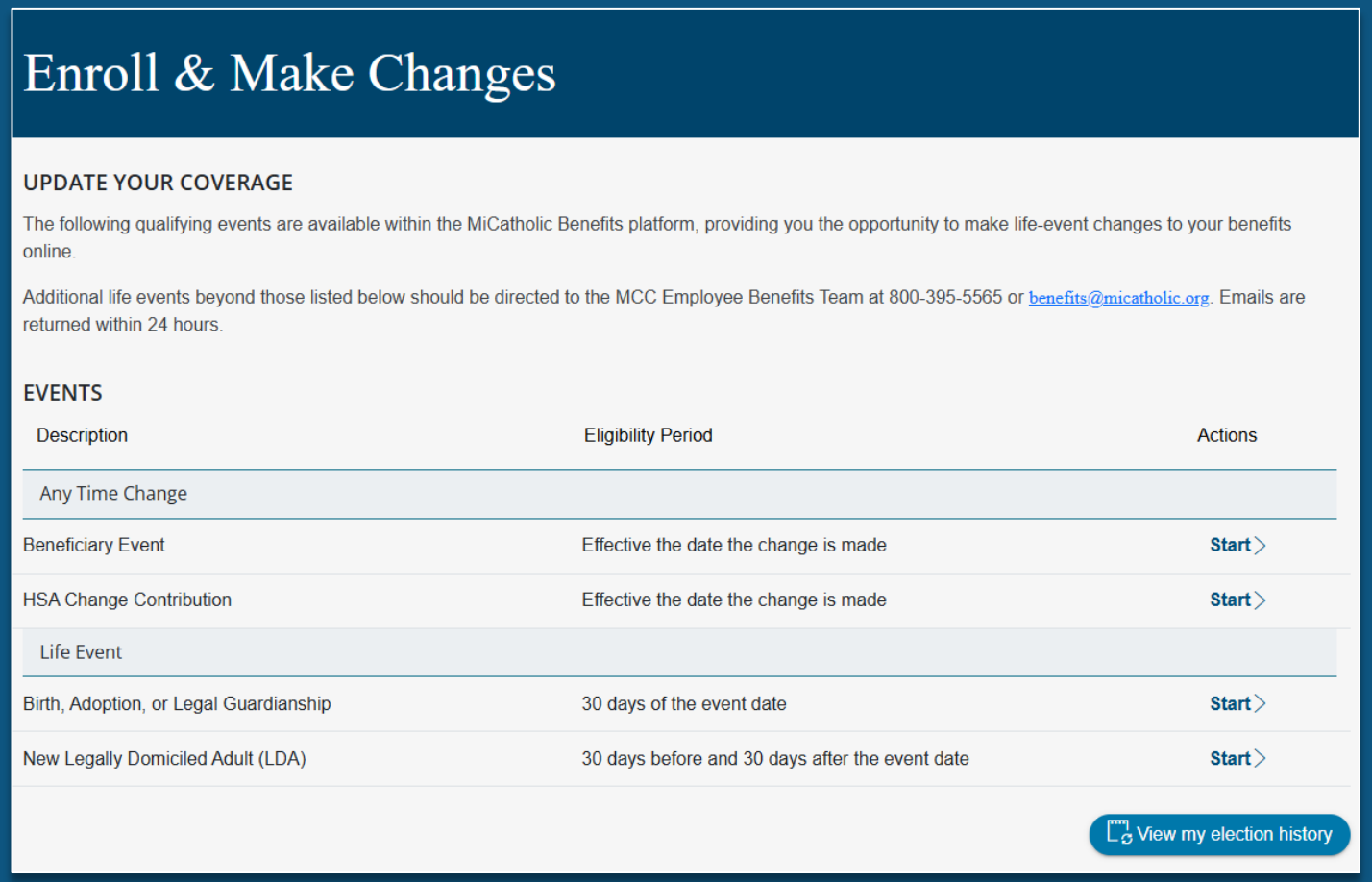




3. My Elections

Print *Benefit Confirmation Statements*, 24/7.

4. Enroll or Make Changes*



Enroll & Make Changes

UPDATE YOUR COVERAGE

The following qualifying events are available within the MiCatholic Benefits platform, providing you the opportunity to make life-event changes to your benefits online.

Additional life events beyond those listed below should be directed to the MCC Employee Benefits Team at 800-395-5565 or benefits@micatholic.org. Emails are returned within 24 hours.

EVENTS

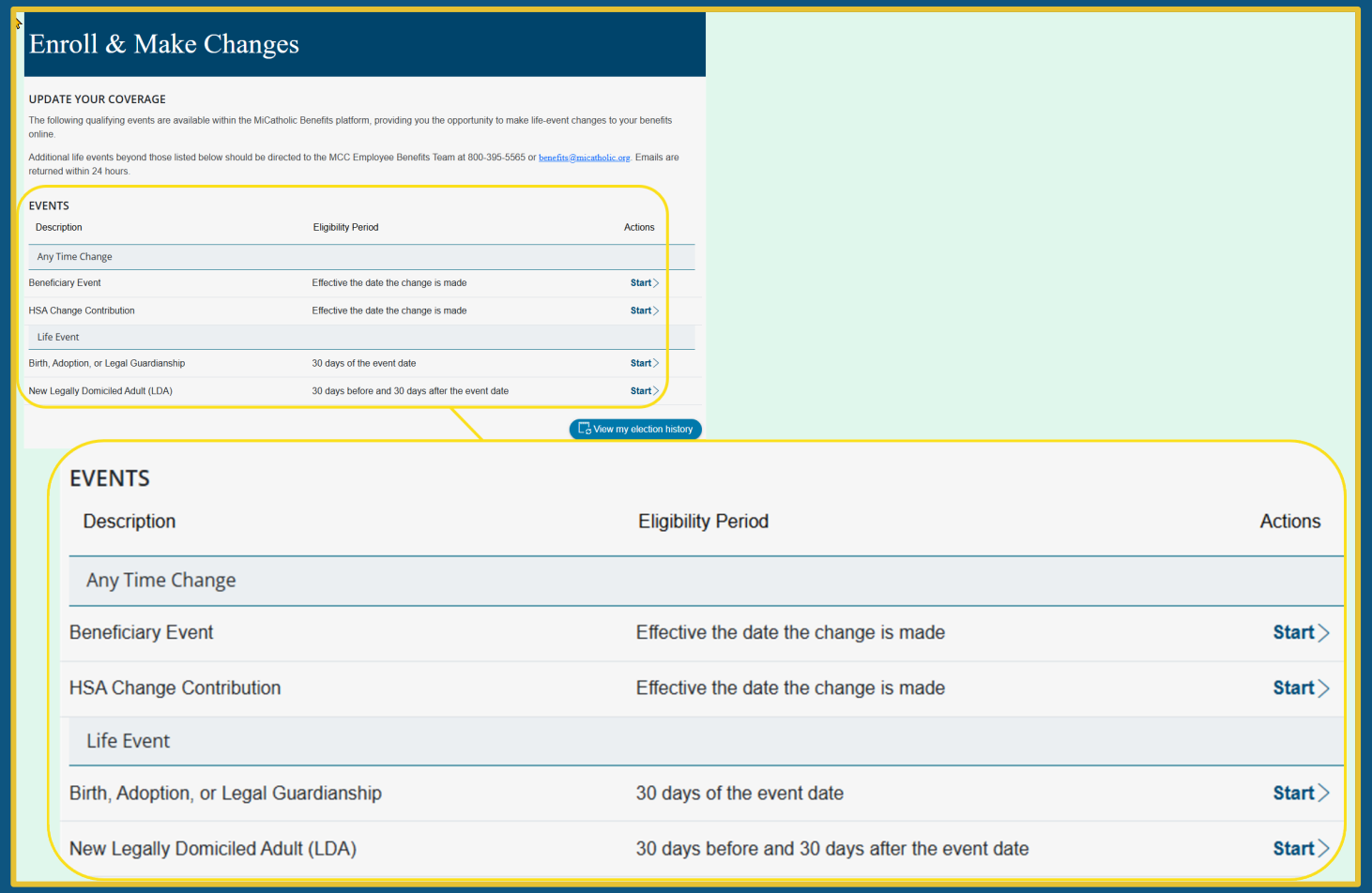
Description	Eligibility Period	Actions
Any Time Change		
Beneficiary Event	Effective the date the change is made	Start
HSA Change Contribution	Effective the date the change is made	Start
Life Event		
Birth, Adoption, or Legal Guardianship	30 days of the event date	Start
New Legally Domiciled Adult (LDA)	30 days before and 30 days after the event date	Start

View my election history

*Allowed enrollment changes include:

- ✓ HSA Contribution Changes
- ✓ Qualifying Life Events

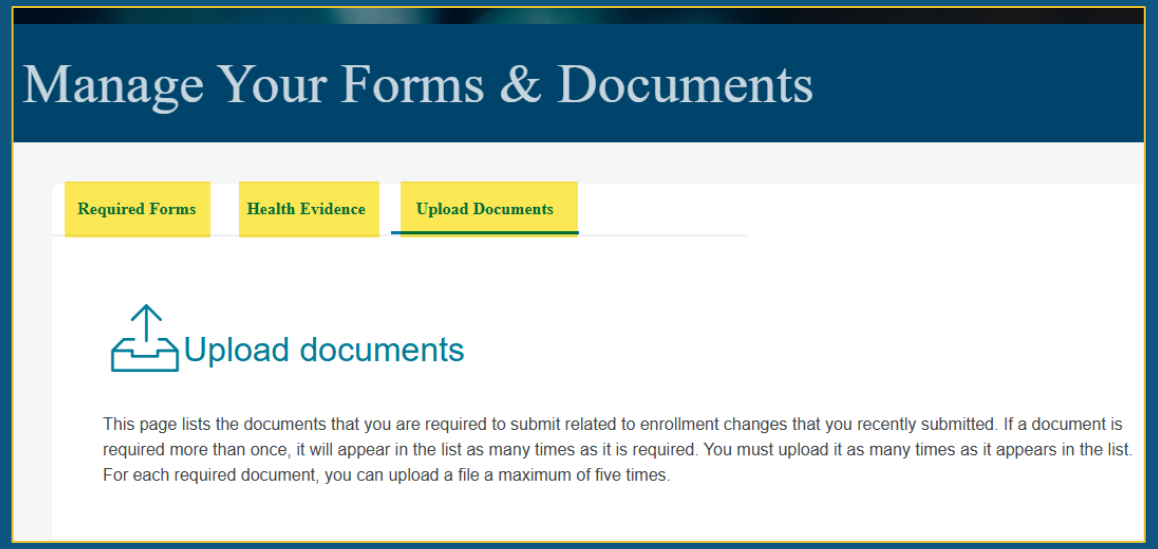
Complete the Event.



5. Upload Documents, as needed

Manage Forms & Documents

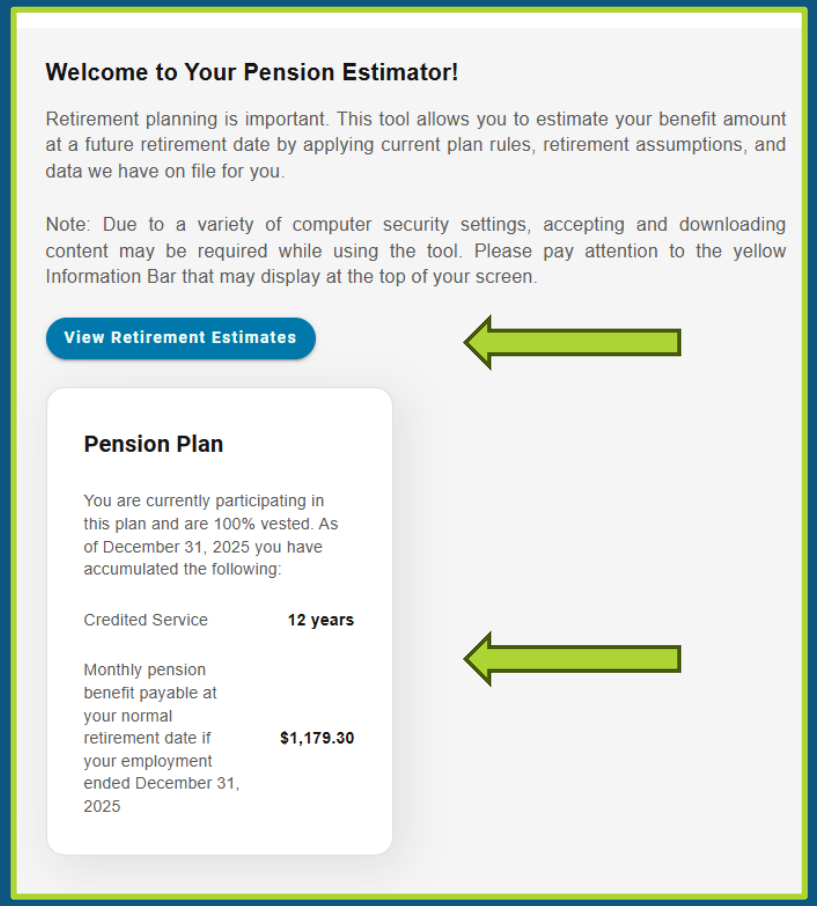
- Required Forms
- Health Evidence
- Upload Documents



6. Forms and Documents

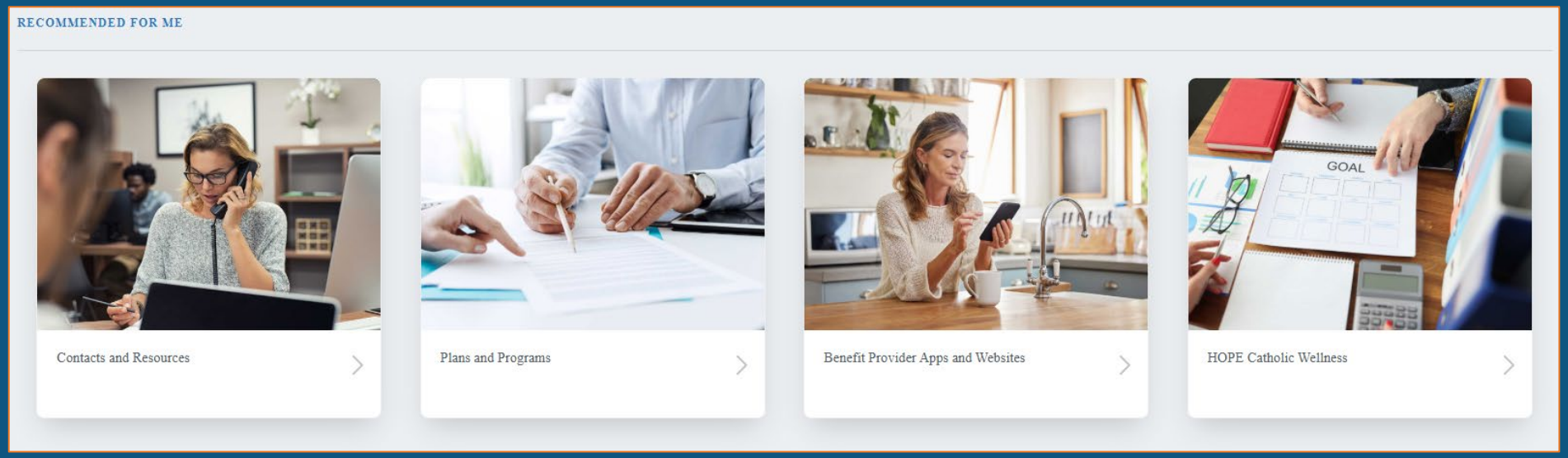
Houses documents and forms for all benefit programs in one place.

7. Pension Projections



Create, review and save pension estimates in one convenient spot.

8. Recommended For Me



Available resource connections for your easy access.

Download the Apps & Save the Sites

Apps for each benefit carrier available at micatholic.org

For help or more information:

Contact the Benefits Team

1. Email: benefits@micatholic.org
2. Call: 800.395.5565
   - ✓ Questions
   - ✓ Enrollment
   - ✓ MiCatholic Benefits Access Problems

Visit: www.micatholic.org/benefits

1. Benefit Plan Specifics
2. MiCatholic (ESS) Benefits Portal
3. Employee-Facing Webinars