

Updated: September 26, 2023

You can submit your NUFlex Benefits changes online using Firefly's Employee Self Service (ESS) website by 5:00 P.M. on the last day of the enrollment period. *You can update or remove plans as many times as you like during the enrollment period.* Each time, you will receive an updated confirmation statement the following day with your latest selection.

This online method is fast and convenient and can be completed from any computer that has access to the internet. Instructions for completing the online enrollment process are provided below. Or if you prefer, video tutorials are available from a tile on the Firefly home page (directs you to <u>Benefits</u> <u>Enrollment Help</u>.

*Note: all dates/times listed are Central Time (CT).

HELPFUL HINTS

- Benefits enrollment help documentation and videos can be found here.
- If you have questions about the online enrollment process, contact your campus benefits office.

UNL 402-472-2600 UNO 402-554-3660 UNK 308-865-8522 UNMC 402-559-4340 UNCA 402-472-5258

Links to benefits enrollment information:
 <u>NUFlex Benefits Summary</u> | <u>Price Tag Summary</u> | <u>Benefits Webpage</u>

LOG IN TO FIREFLY

- Windows users should use Microsoft Edge, Mozilla Firefox, or Google Chrome. Macintosh users can use Mozilla Firefox, Chrome, or Safari to complete the enrollment.
- Enter your NU ID* in the User ID field.
- Enter your password in the **password** field.
 - If necessary, use the "Change Password and Login Help" option or contact the ITS Operations Center for assistance with your ID and password information. Refer to last page of this handout for contact information.
- Click Login. Validate with Two-Factor Authentication (Duo) with your preferred method.

INSTRUCTIONS: VIDEOS AND HELP DOCUMENTS

Instructional videos are available to assist with the enrollment process. Click on the *Benefits Enrollment Guides: Help* tile at the top of the Firefly home page (only available during the benefits enrollment period) or click <u>here</u>.



REVIEW CURRENT BENEFITS

At any time, you can review your current coverage as well as plans that are available, but you are not enrolled in. Click on the *Benefits Participation* tile.



Select the appropriate tab, *Current* or *Not Enrolled*, to view the corresponding information.

≡ <pre></pre>	K Benefits Participation - Current & Not Enrolled			
<	Benefits			
As of	10/04/2022			
Current Not Enrolled				
Employer-Provided L	ife Insurance			
One Times Salary	\$0.00 (Monthly)	>		
Tier 2 Retirement Pla	an	>		

ACCESSING NUFLEX BENEFITS ENROLLMENT

Benefits enrollment can be accessed from:

- A tile at the top of the Firefly home page (only available during the benefits enrollment period); or
- From within Firefly's Employee Self Service (ESS), click on the Benefits Enrollment tile.

GETTING STARTED

The getting started screen appears which contains important items to have before continuing with benefit

Enrollment Instructions
Getting Started
You may enroll, cancel, or change coverage elections for medical, dental, vision, life long term disability, long term care, and flexible spending accounts during the Annual NUFlex Benefit Enrollment period. During Annual NUFlex Enrollment, you can go through the enrollment process as many times as necessary.
Important items to have before continuing with your benefit enrollment:
 Legal names, birthdates, and social security numbers of any dependents who will be added to benefit plans. Dependent verification documentation can be scanned and electronically attached or they can be brought into your benefits office but MUST be received before the end of your benefit enrollment period otherwise your unverified dependents will be removed from your benefit plan enrollment. Any life insurance coverage increases will require proof of insurability and a Statement of Health must be completed for the proposed insured. The Statement of Health will request demographic information, drivers license numbers, and health information including specific dates of treatment for medical conditions and extended family medical history.
Start Enrolment



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enrollment.

Click on Start Enrollment

The online enrollment statement will appear. Please read the statement and click on Agree and Save to indicate your electronic signature.



VERIFY/EDIT PERMANENT ADDRESS

Review your information and if the information is correct, click on ^{No Change}. Otherwise make any necessary changes and click on ^{Update}. You may receive a pop-up message providing a suggested

address. Click on either Use USPS Addr

Keep Original Address

Nebraska. System

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Review/Ed	it Permanent Address for use	in official mailings				
*Address Line 1:	5115 Starr St					
*City:	Lincoln				The U.S. Post	al Service suggests a modified address.
*State:	NE 🗸					
*ZIP Code:	685060000			0	riginal Addres	S:
Email Address:	dgreen@nebraska.edu			51	15 Starr St	
Telephone Number:	402-472-1234			Lii	ncoln NE	685060000
Telephone Number / Type 2:	402-555-9898	TEL3 🗸				
Telephone Number / Type 3:		~		S	uggested USP	PS Address:
Telephone Number / Type 4:		~		51		
Telephone Number / Type 5:		~		LI		68504-3155
				Us	e USPS Address	Keep Original Address
			l			
			No Change	pdate		

If your current year enrollment includes voluntary life insurance, a pop-up message will appear with the tobacco/nicotine designation. Enter the required information and click on save.

Tobacco/Nico	tine Designation	1		
/				
he Tobacco/Nicotine Designation is a declaration of any tobacco or ni	cotine usage during y	our lifetime.		
Have you EVER used any form of tobacco or nicotine, including smo	okeless tobacco, nico	tine substitutes (e	.g. patches, gum, etc.)?	
No Yes Approximate Date Last Used:	MM/dd/yyyy			
				Sa

BENEFITS ENROLLMENT: START HERE

The main screen contains a left-side navigation panel and a blue tabbed section on the right.



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≡ 🌣 firefly < Benefits Enrollment - NU	Flex 🗘 Logout 🔒 Ed Jones 🗸
Benefit Offer	Information Health Assessment History How Was It?
Start Here / End Here	Benefits Enrollment Information Print the enrollment <u>checklist</u> Find answers in the Frequently Asked Questions
Assurity Statement of Health	Read the online enrollment guide Watch the benefit enrollment tutorials Review the price tag summary Look at the NUFlex Benefit Enrollment information Check out the Benefit explore page Fill out education institution Record of Prior Service form
Health Plans	Special Situations
Medical Care Insurance Not Enrolled	Employee Plus One Information Dual Spouse Medical Information Important Considerations for Existing Employees Do you want to keep the same benefits?
Dental Care Insurance	 Other than annually enrolling into flexible spending accounts, you are required to do nothing to keep your same benefit elections. Do you want enhanced medical benefits? Complete the Health Risk Assessment which can be found within the Medical Care Insurance application. Upon successful completion, you will receive an email confirming your successful completion of the Health Risk Assessment.
6.0 Vision Care Insurance	 Are you enrolled into Voluntary Life Insurance? Complete the Tobacco/Nicotine Designation which can be found within the Voluntary Life Insurance application. Did you start coverage or increase your Voluntary Life Insurance or Dependent Life Insurance? You need to complete the Assurity Statement of Health form after you have increased the coverage. Do you use the ordential tax caving homefits provided through Environment Assuring Assuring
Confirmation Statement	

- From any menu, you can click on Confirmation Statement at the bottom left of the screen to review your existing plans (if applicable).
- Use the left side menu to navigate through health plans, insurance plans, and flexible spending accounts.
- Use the blue tabs at the top of the page to navigate to the health assessment, history, and survey.



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NAVIGATION: BLUE TABS

Information

Provides information and links to important information regarding benefits enrollment.

Information	Health Assessment	History	How Was It?	
Benefits Enrollment Print the enrollm Find answers in Read the <u>online</u> Watch the <u>benefit</u> Review the <u>price</u>	Information lent <u>checklist</u> the <u>Frequently Asked Q</u> enrollment <u>guide</u> it enrollment tutorials tag <u>summary</u> lex Benefit Enrollment in	uestions		

Health Risk Assessment

The health risk assessment (HRA) should be completed each year to receive the enhanced wellness and preventative services benefit for you and your covered dependents who are enrolled in the University's medical and prescription drug plans. The HRA takes approximately 15 to 20 minutes. After completing all sections and clicking on submit, you will be able to print/save a PDF of your personal health profile. You will also receive a confirmation email to retain for your records. During the enrollment period, you can return to the HRA to view your profile or engage in the What-If Analysis*.

The HRA allows you to save in progress and return later to complete the process.

The HRA application will time out if left inactive for more than 30 minutes.

*Application allows you to alter your answers to see how it may change your health profile; however, this does *not* change your final/submitted report.





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History

Any changes you have made during the enrollment period will be listed on this screen.

	Information Health Assessment History How Was It?	
~	Changes you've made during this enrollment period	
	Medical Care Insurance You added new coverage: Basic, Employee Only.	10/18/2021
	Vision Care Insurance You added new coverage: EveMed Vision Care, Employee Only,	10/18/2021

How Was It?

Take a brief survey to submit feedback on your benefits enrollment experience.

Information Health Ass	sessment Histor	How Was It?	
How was it?			
1. What was your overall i	mpression of the benefit	s enrollment process?	
Below Expectations	Meets Expectations	Exceeds Expectations	No Opinion
0	\bigcirc	\bigcirc	\bigcirc
2. Tell us about your expe	rience with benefits enro	llment.	

NAVIGATION: ASSURITY STATEMENT OF HEALTH

If you enroll in or increase coverage for voluntary life insurance or dependent life insurance, you must complete the Assurity online statement of health. If you do not complete the statement of health, your insurance will be reset to your current amount.

俞	Start Here / End Here	>	,
×=	Assurity Statement of Health	>	,
		Required	



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NAVIGATION: HEALTH PLANS

In this section of the NUFlex Benefits Enrollment, you can select *Medical Care Insurance*, *Dental Care Insurance*, and *Vision Care Insurance* to review or make changes to your life insurance plan coverages. From this list you can add, edit or remove benefit plans as needed.

- If you add a plan or make changes to an existing plan, you must click on <u>Save</u> at the bottom right to ensure your changes have been saved.
- If you are enrolled in a plan, you will see ✓ Enrolled and the amount.



俞	Start Here / End Here	
×=	Assurity Statement of Hea	llth
Health F	Plans	
Ð	Medical Care Insurance	
⊜ *	Dental Care Insurance	
69	Vision Care Insurance	

• You can view a list of insurance and benefits providers with contact information by clicking on the information icon located on each plan page.





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NAVIGATION: INSURANCE PLANS

In this section of the NUFlex Benefits Enrollment, you can select *Long Term Disability Insurance, Voluntary Life Insurance, Long Term Care Insurance, Dependent Life Insurance – Spouse/AD, Dependent Life Insurance – Child, and Accidental Death* &

Dismemberment Insurance to review or make changes to your life insurance plan coverages. From this list you can add, edit or remove benefit plans as needed.

- To review current plan or enroll in a new plan, click on the corresponding left menu.
- If you add a plan or make changes to an existing plan, you must click on Save at the bottom right to ensure your changes have been saved.

Notes:

- If you enroll in or increase coverage for *Dependent Life Insurance – Spouse/AD*, you must complete a statement of health form.
- If you enroll in or increase coverage for *Voluntary Life Insurance*, you must complete a statement of health form. If you enroll in Voluntary Life Insurance, you must fill out the tobacco/nicotine designation each year.

✓ Tobacco/Nicotine Designation					
The Tobacco/Nicotine Designation is a declaration of any tobacco or nicotine usage during your lifetime.					
Have you EVER used any form of tobacco or nicotine, including smokeless tobacco, nicotine substitutes (e.g. patches, gum, etc.)?					
No Yes Approximate Date Last Used:	MM/dd/yyyy 🖽				

• You can view a list of insurance and benefits providers with contact information by clicking on the information icon located on each plan page.





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NAVIGATION: FLEXIBLE SPENDING ACCOUNTS

In this section of the NUFlex Benefits Enrollment, you can select *Health Care Flexible Spending Account* and *Dependent Care Flexible Spending Account* to review or make changes to your flexible spending account coverage.

- Unspent 2023 calendar year contributions for Health Care FSA (up to \$610) will carry over to the 2024 calendar year. This action may not be permitted by the IRS for the following year, so please plan accordingly.
- If you add a plan or make changes to an existing plan, you must click on Save at the bottom right to ensure your changes have been saved.



- You must indicate your contribution every enrollment period, for both health care account and dependent care account, even if it is the same amount as the previous year.
- Information regarding the health care account and dependent care account can be found by clicking on the information icon near the top of each page.

Health Care Flexible Sp	pending Account		\$2,400.00	
Provider: WageWorks			✓ Enrolled	
	Health Care Flexible Spend	ling Account		\$2,400.00
	Provider: WageWorks			✓ Enrolled
 Contribution 				
0.0				
Cu	Information			
2021 Enrollment		WageWorks, Inc. is the administrator for the Ur	niversity of Nebraska's Flexib	le
		Spending Account (FSA) plan. Read more		
	everyone benefits			
	Useful Links			
	Health Care Eligible Expenses Health Care Claim Form			
	WageWorks Important Forms			



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REVIEW CONFIRMATION STATEMENT 🕵 Confirmation Statement Validate plans, coverage, and price tags by clicking on at the bottom of any screen. You can update or remove plans as many times as you like during the enrollment period. You can download the PDF or immediately email the confirmation statement by clicking on the corresponding option at the bottom right of the page. **Download to Print** Email SUBMIT ENROLLMENT Return to the Start Here/End Here tab. Click Click Submit Enrollment on at the bottom right. \equiv firefly K Benefits Enrollment - NUFlex 🔶 🕛 Logout 🛛 🔒 Ed Jones < History How Was It? Information Benefit Start Here / End Here nefits Enrollment Information 俞 Print the enrollment <u>checklist</u> Find answers in the <u>Frequently Asked Questions</u> Read the online enrollment <u>guide</u> Watch the <u>benefit enrollment tutorials</u> Review the <u>price tag summary</u> Lock at the <u>NUFlex Benefit Enrollment information</u> Check out the <u>Benefits web page</u> Fill out education institution <u>Record of Prior Service</u> form Assurity Statement of Health ×= Not required Special Situations Health Plans Employee Plus One Information Dual Spouse Medical Information Medical Care Insurance Æ Important Considerations for Existing Employees Not Enrolled Do you want to keep the same benefits? Other than annually enrolling into flexible spending accounts, you are required to do nothing to keep your same benefit Dental Care Insurance elections. Do you want enhanced medical benefits? **8**⁺ Complete the Health Risk Assessment which can be found within the Medical Care Insurance application Not Enrolled Upon successful completion, you will receive an email confirming your successful completion of the Health Risk Approximate of the control of t Vision Care Insurance 62

A pop-up message will appear. Click Yes and the enrollment has been completed for this session. *Reminder:* You can return to the NUFlex benefits application as many times as you like during the enrollment period.



Each time you submit enrollment, you will receive an updated confirmation statement sent to your work email account the following day with your latest selection.



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REMINDERS

- Take the Health Risk Assessment (HRA) survey for enhanced medical and prescription drug benefits. This will open a new browser window. The survey takes approximately 10-15 minutes and you can save in progress and return later to complete the process. You can also log back into Firefly at any time during the enrollment period to complete the survey.
- If required:
 - Upload or mail your <u>Dependent Verification</u> form(s) to your campus benefit office.
 - Complete the Assurity Life Insurance Statement of Health.
- Feedback (optional): please take a moment to provide comments on the enrollment process with this short survey.
- Click the (back arrow) to return to Firefly's Employee Self Service.

You may repeat the above process at any time during benefits enrollment period and changes will be accepted until 5:00 P.M. on the last day of the enrollment period.

IMPORTANT NOTES

- For assistance with your Firefly ID and password, contact the ITS Operations Center. (402) 472-7373 | <u>itservicecenter@nebraska.edu</u>
- You can also contact your campus help desk:

UNL: e-mail <u>beth.benson@unl.edu</u>
UNK: call 308-865-8522

UNMC: call 402-559-2899 **UNCA:** call 402-472-7373 UNO: call 402-554-4357

• Windows users can use Microsoft Edge, Mozilla Firefox, or Google Chrome. Macintosh users can use Mozilla Firefox, Chrome, or Safari to complete the enrollment.

Important! Do not wait until the last minute to make your changes during the NUFlex Benefits Enrollment period. During periods of high usage, online enrollment may be temporarily unavailable or have slow response time. You can update or remove plans as many times as you like during the enrollment period.