You must submit your NU Flex benefit changes online using Firefly’s Employee Self Service (ESS) web site by 5:00 P.M. CST, Dec. 3, 2010. 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, a video tutorial is available on the benefit enrollment page.

If you have questions about the online enrollment process, contact your Campus Benefits Office.

**NU Flex 2011**

**Online Enrollment Guide**

You must submit your NU Flex benefit changes online using Firefly’s Employee Self Service (ESS) web site by 5:00 P.M. CST, Dec. 3, 2010. 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, a video tutorial is available on the benefit enrollment page.

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**Complete Annual NU Flex Enrollment**

- On the Firefly homepage, click the **Enroll Now** link to the NU Flex Enrollment.
- The initial “Welcome to NU Flex Benefit Enrollment” page contains several benefits information links which include details about the benefit plans, plus a link to a short video which demonstrates the entire process.

**Important Reminders:**
- To participate in the Health Care and/or Dependent Day Care Reimbursement Account, you must enroll each year. The dollar amount you enter represents the annual amount and not the pay period amount.
- Your dental and vision care election may be changed during this enrollment period.
- Certain plans may require completion of a supplemental form. When needed, a reminder message will appear on the screen with a quick link to the Dependent Information Request or the Statement of Health form. Forms must be submitted to your Campus Benefits Office by 5:00 P.M. on Friday, Dec. 3, 2010.
- To complete any updates to your benefit plans, you must save your changes by clicking **Finalize Enrollment** when you’ve updated all your plans. A Confirmation Statement will be emailed to you once you’ve completed your changes.

**Step 1 – Review your 2010 Current Coverage**

- Click **Start Step 1 of 6** to view your 2010 coverage.
- Click on a plan to obtain coverage, employee cost and employer contribution information.
- After you’ve reviewed your current benefits, click **Next Step 2 of 6** to continue.
Step 2 – Validate your Permanent Address

- If no changes are required, click [Next Step 3 of 6] to continue.
- If your address is incorrect, make the changes and click [Update Address].
- Validate your changes and click [Save]. Once you’ve completed your changes, click [Next Step 3 of 6] to continue.

Step 3 – Tobacco/Nicotine Designation Change

If your tobacco/nicotine status has changed in the last 12 months, you should update your information using the steps below. For those you have not changed your smoker status, you can click [Next Step 4 of 6] to continue.

To change your status:

- Click [Update Tobacco/Nicotine].
- Select Yes or No depending on if you have used tobacco or nicotine, including nicotine substitutes (e.g. patches or gum) within the last 12 months. Answer subsequent questions as noted on the screen.
- Check the Electronic Signature check box.
- Click [Submit] to save your changes and then click [Next Step 4 of 6] to proceed to your benefit plans.

Step 4 – Complete Your Annual Enrollment

- From this list you can add, edit or remove benefit plans as needed.
  - Depending on your screen resolution, you may need to scroll down to view all the benefit plans.

  To participate in a new plan, click [Add Plan] next to the plan name. Click [Enroll]. Select a plan option by clicking the plan option. If requested, click [Continue] or [Review Dependents] to supply supplemental information as noted on the screen. Click [Add Plan to Selection] once all information has been fulfilled.

  To modify an existing plan, select the plan by clicking the radio button ( ) next to the plan name. Click [Edit Plan]. Select a plan option by clicking the plan option. If requested, click [Continue] or [Review Dependents] to supply supplemental information as noted on the screen. Click [Add Plan to Selection] once all information has been fulfilled.

  To stop coverage of an existing plan, select the plan by clicking the radio button ( ) next to the plan name. Click [Remove Plan].
  - Repeat process as needed to update all 2011 benefit plans.
Review and Finalize Your Annual Enrollment

• To validate and save your changes, click **Review Choices** to view a summary of your enrollment plans.
• If you’d like to make additional changes, click **Previous Step** to return to the selection screen.
• If you are satisfied with your selection, click **Finalize Enrollment**.

➤ Depending on your screen resolution, you may need to scroll down to view all the benefit plans.

➤ You may repeat the above process. Changes will be accepted until 5:00 P.M. on Friday, Dec. 3, 2010.

Step 5 – Review Your Confirmation Statement

• Validate your plans, coverage and price tags for 2011.
• A confirmation statement will be emailed to your work account once you’ve completed your changes. But if you’d like, and if you have access to a printer, click **print** to print a copy.
• Click **Next Step 5 of 6**.

Step 6 - Completion of Enrollment Activities

• Feedback (Optional) – please take a few minutes to provide comments on the process.
• Forms – If needed, complete the Dependent Information Request or the Statement of Health form(s) and mail to your Campus Benefit Office.
• Click **Exit** to return to Firefly’s home page.

Step 7 – Log Off Firefly

• To log off Firefly, click **Log Off** in the upper right corner.

Important Issues

• You should contact your Campus Help Desk for assistance with your ID and password information.
  UNL - send e-mail to bbenson2@unl.edu  UNMC - call 559-5880  UNO - call 554-4357  UNK - call 865-8363  UNCA - call 472-7373

• Windows users should use Internet Explorer 8 or Mozilla Firefox 3.6. Macintosh users should use Mozilla Firefox 3.6 to complete their enrollment. Refer to Firefly’s home page for additional information on browsers.
• Do not wait until the last minute to make your changes! During periods of high usage, online enrollment may be temporarily unavailable or have slow response time.