

BAS/MYENROLL QUICKSTEPS

Non- IOI Locations

August 2016

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HEALTH DENTAL LIFE INSURANCE LTD TAP PENSION 401(K) OTHER BENEFITS

Open Enrollment
August 22 - September 19, 2016

MyEnroll
User ID:
Password:
Log on
[Forgot/request user ID or password?](#)

Administrator Toolkit

TOOLKITS

- For new hires
- For termination/retirement
- For administrators

Important Notices
Please read the [FAQs for Employees Receiving 1095-C](#) Forms related to your retirement and health plans.

Recent Updates
Please take a look at recent additions or updates to this site:

- [Section 125 Plan Notice](#)
- [RCAB 401\(K\)](#)

Información en Español

- [Reglas de Elegibilidad para el Empleado Arquidiócesis Católica Romana de Boston](#)
- [Nuevas opciones de cobertura en el mercado de seguros médicos y su cobertura médica](#)

Important Information About BAS/MyEnroll
MyEnroll is a secure benefits enrollment system that allows benefits-eligible employees to view and update their elections as a new hire, following a life event or at open enrollment.

- [Creating a MyEnroll Account](#)
- [MyEnroll User Guide for New Hires](#)
- [MyEnroll Life Event Wizard](#)
- [MyEnroll Guide to Updating Your Beneficiary](#)

BAS/MYENROLL

Top Navigation Menu

1. Employee Tab – Add/terminate employees, view employee, edit employees' personal information, view employee coverage
2. Administrators – n/a
3. Compliance – PPACA
4. Billing – View Monthly Invoices

MyEnroll.com

EMPLOYEES ADMINISTRATORS COMPLIANCE BILLING

Select Employee Portfolio Access Reference Library Notes Notes History Processing Year 2015 Page Help

Welcome Kerri Selected Employer Archdiocese of Boston (Acc# 0006769-0000-000) Selected Employee None Selected

Transactions

- Add New Employee Record
- Change Employee Location
- Terminate Record

Employee

- Access Employee Home Page
- Manage HR Data
- Manage Dependents
- View Transaction History

Enrollment

- Access Life Event Enrollment

Benefits

- View Benefits Statement
- Manage Dependents' Plans
- Manage Benefits Plans
- Select PCP
- Assign Beneficiaries

Tools

- Receive Secure Files
- Send Secure Files
- Contact Service Agent
- Access Reference Library
- Open Report Generator
- View Signature History

Select Employee (top left of screen) = Search for an Employee

NEW HIRES

- In MyEnroll, click the “Employees” tab on the top menu
- Click “Add new Hire Employee Record” under Transactions on the left menu
- Click “Add New Employee” and follow prompts

*Disregard the screen with red text titled Enrollment Kit Preparations and click “Save and Next” to continue

- Click “Approve”
- Employee has 30 days from date of hire to log into MyEnroll to make benefit elections

TERMINATIONS

- In MyEnroll, click the “Employees” tab on the top menu
- Click “Terminate Record” under Transactions on the left menu
- Select an employee and enter required fields
Termination date should be the last day of the month
- All coverages will terminate in MyEnroll as of the last day of the month

MyEnroll sends change files to the carriers (Tufts Health Plan, Delta Dental and CVS/Caremark) once per week. This includes changes to employee personal information (address changes) and coverage changes (enrollments, terminations, dependent additions/terminations).

SALARY UPDATES

- In MyEnroll, click the “Employees” tab on the top menu
- Click “Select Employee” to search for an employee
- Click the employee’s name to view their Employee Home Page
- Click “Edit” next to the salary amount
- Click “Add New Salary”
- Enter the new salary and effective date
- Click “Save”

If you enter an Effective Date prior to date you enter the change, your next invoice will reflect either retro debits or credits depending on whether the new salary was higher or lower than the prior salary. Our Life/Long-Term Disability carrier requires an annual update of salaries, so interim updates throughout the year are not required at this time.