

# 2024 Open Enrollment Login Instructions



## WELCOME TO BENXCEL 2.0

These instructions will help you to complete your Open Enrollment benefit elections for the 2024 Plan Year (January 1, 2024 – December 31, 2024) through BenXcel 2.0.

- Open Enrollment Period: **October 1<sup>th</sup>, 2023 at 12am PT through October 31<sup>th</sup>, 2023 at 11:59 pm PT**
- Website: <https://benxcel.net>
- Company Name: CSURMA

## PASSWORD RESETS

If require a password reset please on contact 800-685-6100, Monday- Thursday: 5:00am - 5:00pm PT & Friday: 5:00am - 3:00pm PT

## LOG IN INSTRUCTIONS

1. To log into BenXcel, go to: <https://benxcel.net>
2. Enter your user name: the first two letters of your first name, the first two letters of your last name, the last four of your SSN (*ex: Mary Smith's SSN of 123AB1234 = masm1234*)
3. Enter your initial password: the first four numbers of your SSN and your full date of birth in MMDDYYYY format (*ex: SSN of 123AB1234 and full DOB of 12/13/1950 = 123A12131950*)
4. Enter the Company Name: CSURMA
5. Click the Sign In button to enter the system

The screenshot shows a 'Sign In' form with three input fields: 'User Name', 'Password', and 'Company Name'. Below the fields is a blue 'SIGN IN' button and a link for 'Forgot Password?'.

## ENROLLMENT PROCESS

1. Required Employee Usage Agreement, Legal Agreement, and an Open Enrollment Welcome screens will appear. Review the messages and click the Continue button to proceed.
2. For security purposes, you will be forced to change your password immediately. A Change Password screen will appear requiring you to
  - Choose two security questions and enter your answers in the Secret Answer fields.
  - Change your password. Your new password must **be exactly 8 characters**.
  - Click the Save button when finished.

The screenshot shows a 'Change Password' form. It includes an 'Instructions' box with requirements: at least one letter, one uppercase character, one number, one special character, and exactly 8 characters. Below are fields for 'User ID' (test5465), two security questions with dropdown menus for selection and answer, and two password fields: 'New Password' and 'Confirm Password'. At the bottom are 'Back', 'Reset', and 'Save & Continue' buttons.

3. A Demographics page will appear for you to review your existing information.

- Fields shaded in grey cannot be changed. If a field in grey needs updated, contact your HR with the change. You may proceed with Open Enrollment prior to the demographic change being completed.
- Click the Save button to proceed.

4. A Spouse or Domestic Partner and a Dependent Child screen will appear for you to review any existing information, the history of all of your dependents will appear on this screen. You can add a new spouse, domestic partner, and/or dependent(s), or terminate an existing spouse, domestic partner, and/or dependent(s).

- Fields shaded in grey cannot be changed. If a field in grey needs updated, contact your HR with the change. You may proceed with Open Enrollment prior to the demographic change being completed.
- Click the Save button to proceed.

5. Your enrollment will now begin. You will be walked through a series of benefit screens, presenting only the benefits available to you.

- If the benefit is waivable, a **Waive** button will appear. Click to waive the benefit.
- In the 'Eligible Members' box, **check/uncheck the box next to each member's name** to indicate who should and should not be covered under this benefit.
- Additional Plan Tools may appear as a link called 'Additional Tools' located at the top right of the enrollment screen. A 'Forms Library' is also available at the bottom of each screen, which holds additional Plan information for your review.
- If Evidence of Insurability is required for an election, it will appear as a pop-up with a link to the **Cigna** website for EOI completion. You must complete and submit online.

Eligible Members	Role	Selected
<input checked="" type="checkbox"/> DANNYA	Employee	<input checked="" type="checkbox"/>
<input type="checkbox"/> MICHELLE A	Spouse	<input type="checkbox"/>
<input type="checkbox"/> Daniel A.	Natural child	<input type="checkbox"/>

6. Click the **Enroll Now** button to choose a Plan. The next benefit available will automatically appear.

7. An Election Summary along the top of the screen will continually update with elections and costs as you continue through your enrollment. If you log out of the system at any time without finishing your enrollment, the system will save all elections made prior to you logging out.

8. A Confirmation Statement will appear when the enrollment is complete. This Statement will show your demographic information, current enrollment summary (2023) benefit elections, and all future enrollment summary (2024) benefit elections. **The Confirmation Statement should be printed or downloaded as a PDF by using the print/pdf icons at the top right corner of the Statement.**

9. **Click the **Finish** button to save and submit the 2024 Benefit Elections.**

10. A pop up will appear that your enrollment is complete and then your dashboard will appear.

11. A countdown will appear at the top right corner of your dashboard, notifying you of the amount of time remaining to make Open Enrollment benefit elections. The countdown acts as a link to return to the enrollment to make changes.

12. Once satisfied with your elections, log out of BenXcel by clicking your Name then "Log Out" at the top right corner of your screen. You may log back in at any time during the Open Enrollment period to make changes to your elections by clicking on the prompt below.

