# 2023 Open Enrollment Login Instructions



### **WELCOME TO BENXCEL 2.0**

These instructions will help you to complete your Open Enrollment benefit elections for the 2023 Plan Year (January 1, 2023 – December 31, 2023) through BenXcel 2.0.

Open Enrollment Period: October 10, 2022 through October 21, 2022

Website: <a href="https://benxcel.net">https://benxcel.net</a>
 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

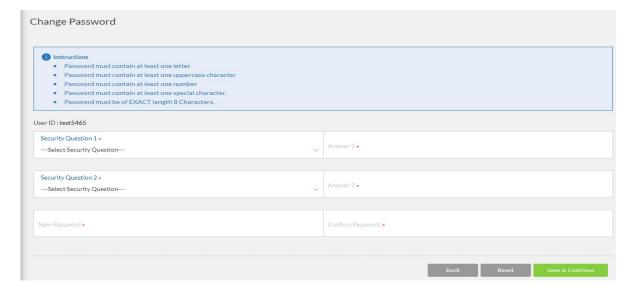
- 1. To log into BenXcel, go to: <a href="https://benxcel.net">https://benxcel.net</a>
- 2. Enter your user name: the first two letters of your first name, the first two letters of your last name, the last four of your SSN (ex:Mary Smith's SSN of 123AB1234 = masm1234)
- 3. Enter your initial password: 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)

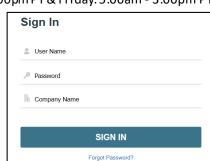


5. Click the Sign In button to enter the system

### **ENROLLMENT PROCESS**

- 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.

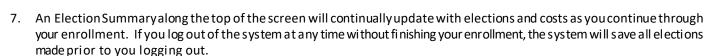




- 3. A Demographics page will appear for you to review your existing information.
  - Fields shaded in grey cannot be changed. If a field in grey needs updated, contact your HR with the change. You may proceed with Open Enrollment prior to the demographic change being completed.
    - Click the Save button to proceed.
- 4. A Spouse or Domestic Partner and a Dependent Childscreen 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.
- 6. Click the Enroll Now button to choose a Plan. The next benefit available will automatically appear.



- 8. A Confirmation Statement will appear when the enrollment is complete. This Statement will show your demographic information, current enrollment summary (2022) benefit elections, and all future enrollment summary (2023) 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 2023 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.

  Change Open Enrollment Elections

