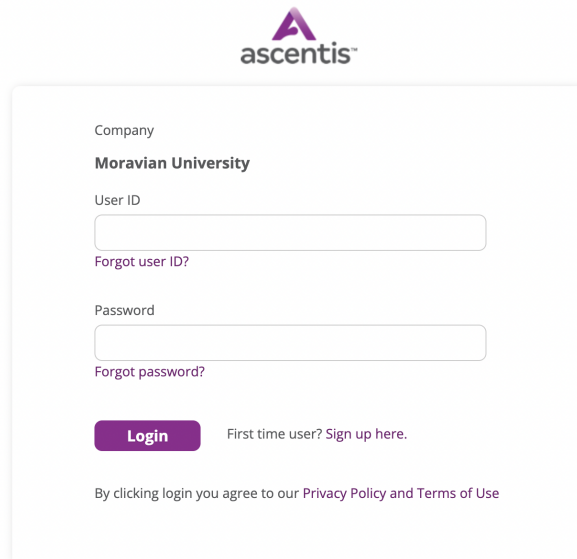# MORAVIAN UNIVERSITY

HOW TO CHANGE A BENEFIT ELECTION

1. **Go to: hrportal.moravian.edu**
2. **Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)**
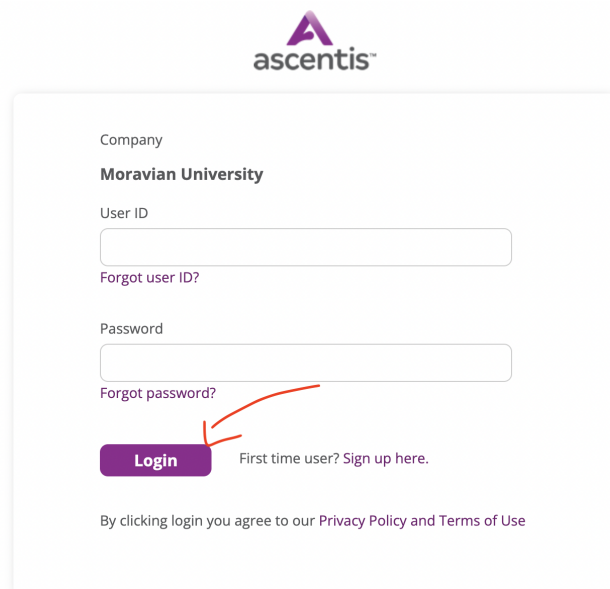
3. **Click on "Login"**

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

1. 4. Go to "Myself", click "Benefits, "Benefit Summary", click on the drop down arrow next to the benefit you would like to change and click "Change".

5. Select a "Change Reason" and a "Date of Event" and then click "Next".

Note: Other than during an open enrollment period, you can only enroll in or make enrollment changes to a Health & Wellness Plan if you experience a qualifying life event. Changes must be made within 30 days of the qualifying life event. [Click here to review qualifying life events.](#)

Select a Change Reason

Making a benefit change outside of Open Enrollment may require a qualifying change reason.

Are you eligible to make a change? Check by clicking on this link: **Qualifying Life Events**. Please select a change reason below. All changes will be note to HR to include with the change.

Retirement contributions: Please log into **TIAA.org/moravian** to make a change to your retirement contributions.

Upon making your selection below, please select the "Next" button to confirm your changes.

Change Reason: [Marriage/divorce ▼]
Date of Event: [12/17/2021]
Note: [   ]

[Back] [Next]

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6. Make your benefits selection and click "Next"

If dependents can be enrolled in a plan, select the family members that you would like to enroll, then select the plan that you would like to enroll in. Click the plan name for more informatic the plan.

-->NOTE: If you do not see a family member listed, you must first add them to this portal by clicking on the blue link to your left titled "Family Members." Required information - Social secur number, date of birth, and full name. **When adding someone new to your HEALTH PLAN, you MUST supply HR with a copy of the applicable**

-marriage license or certificate

and/or

-birth certificate, adoption agreement, or legal gardianship. You can **upload document(s) to self-service** or send to Hope Meixell using **Zend** (Moravian net log-in needed).

⦿ **PPO Plan**
You have been enrolled since ██████████████████████████████████

███████████████

⚪ **QHDHP**
You are eligible for this plan.

⚪ None. I do not want to enroll in a Medical plan. Waive all Medical coverage.

[Back] [Next]

Your total benefit costs so far:
████████████

The company's total benefit costs so far:
████████████

7. Confirm your enrollment by clicking "Confirm Enrollment"

Confirm Enrollment

Shown below are all the enrollment selections that you just elected. By clicking the button **"Confirm Enrollment,"** you grant Moravian Univ deductions.

After clicking "Confirm Enrollment" you cannot make any changes to your elected benefits, or enroll in any currently declined benefits until November, with any benefit changes becoming effective the following January 1), except for specified "Qualified Family Status Changes." Pu notify Moravian University in writing of a "Qualified Family Status Change" within 31 days from the date of occurrence.

After you click Confirm Enrollment, your changes will be sent to HR for approval. You will also be taken to a summary page. Please print thi

Medical

Capital Blue Cross: PPO Plan

██

██

[Back] [Confirm Enrollment]

8. All changes will be sent to HR for approval. Elections will be approved if all necessary documents are submitted into the attachments section of ESS or by emailing our Benefits Manager

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.