

Charles R. Drew University of Medicine and Science:

Employee Open Enrollment BenXcel User Guide



WELCOME TO BENXCEL!

The information contained in this guide will help you to navigate through the BenXcel website. The website provides direct access to your benefit plan information from anywhere that you can access the internet.

- BenXcel Website: <https://BenXcel.net>
- BenXcel Website Company Name: CDU

ASSISTANCE

BCC's Customer Service Call Center is available to assist with BenXcel questions and password re-sets. You can reach a Representative by calling 1-855 230-0745 Ext 6412. Representatives are available: Monday -Thursday: 5:00am - 5:00pm PT & Friday: 5:00am - 3:00pm PT

OPEN ENROLLMENT FOR 2019 BENEFITS

Your Open Enrollment period to elect 2019 benefits will be: November 12, 2018 through November 27, 2018

INITIAL LOG IN

If you have **not logged into BenXcel prior to this open enrollment**, use this information to log into BenXcel:

1. To log into BenXcel, go to: <https://benxcel.net>
2. Enter your user name (first four letters of last name, last four digits of SSN)
3. Enter your password (last four digits of SSN and Date of Birth in MMDDYYYY format)
4. Your Company Name must be entered as: CDU
5. Click the Sign In button to enter the system

If you have previously logged into Benxcel prior to this open enrollment you may use the password you created at the time of your initial login. If you don't remember your password you can click the "Forget Password" link on the Benxcel login screen.

ENROLLMENT INSTRUCTIONS

Use these instructions to complete your Open Enrollment elections. If you have logged in previously.

1. Required Employee Usage Agreement, Legal Agreement and Welcome screens will appear. Review the messages and click the Continue button to proceed. You may not continue to your dashboard until your entire enrollment is complete.
2. A change password screen will appear for you to change your initial password and choose and answer two security questions.
3. A Demographics page will appear for you to review your existing information.
 - All fields marked in red are required. Any blank fields are optional.
 - Fields shaded in grey cannot be changed. If a field in grey needs updated, please contact your HR Department.

4. Spouse/Domestic Partner and Child screens will appear for you to add a Spouse/Domestic Partner and/or child.
 - All fields marked in red are required. Any blank fields are optional.
 - Fields shaded in grey cannot be changed. If a field in grey needs updated, please contact your HR Department.
5. Your enrollment will begin. You will be walked through a series of benefit screens, presenting each benefit available to you.

- If the benefit is waivable, a 'Waive' button will appear. Click to waive the benefit. If a waiver reason is required, the Select Waiver dropdown box will be marked with red.
- In the 'Eligible Members' box, check/uncheck the box next to each individual to indicate who should/should not be covered under this benefit.
- Please note that PCP information will need to be entered during this Open Enrollment for the new Aetna HMO plan. If you DO NOT enter this information your PCP will be auto-allocated.
- PCP information can be updated by selecting the "PCP Information" link on the Medical benefit screen. PCP information can also be updated by contacting Aetna directly.

The screenshot shows the 'Select Your Benefit Plans' interface. At the top, it says 'From Your Pocket - \$0.00/Semi-monthly'. The 'Vision' benefit is selected, with a red checkmark in a box. Below it, the 'Eligible Members' section is highlighted with a red box, showing a table with columns for name and relationship. The 'Enroll Now' button is also highlighted with a red box.

Eligible Members	Relationship
<input checked="" type="checkbox"/> DANNY A	Employee
<input type="checkbox"/> MICHELLE A	Spouse
<input type="checkbox"/> Danni A	Natural child

6. Click the Enroll button to choose a Plan. The next benefit available will automatically appear.
7. An Election Summary 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 (2018) benefit elections, and all future enrollment summary (2019) benefit elections. **The Confirmation Statement can 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 submit your enrollment. A pop-up box will appear when the enrollment is finished processing. You will be automatically routed to your dashboard.
10. A countdown will appear at the top right corner of your dashboard, notifying you of the amount of time remaining to make benefit elections. The countdown acts as a link to return to the enrollment to make changes.

 [Change Open Enrollment Elections](#)