



Benefits Enrollment Guide

The open enrollment period for your 2018 benefits begins on Monday, October 9, and ends on Tuesday, October 31. During this period, the online benefits enrollment system will be available 24 hours a day, seven days a week. The system is accessible from any computer with an Internet connection.

To make your 2018 benefits elections, please follow these steps:

Step 1: Log in to the benefits enrollment system

Go to the Virginia Conference website at www.vaumc.org. You will see a link for “2018 Annual Open Enrollment.” Clicking that link will take you directly to the benefits enrollment system.

- Your user name is the first three letters of your last name and the last four digits of your Social Security Number
- Your initial password is the last four digits of your Social Security Number

The first time you log in, you will be required to reset your user name and password.

Step 2: Review/change your benefit elections

For your convenience, we have included a copy of your elections worksheet in the open enrollment packet mailed to you. At the welcome screen, you will be able to view and print your elections worksheet if you have misplaced your worksheet or need an additional copy.

To make your 2018 benefits elections, click on “Review/Change Plan Elections.” The screen will display your current elections, along with your default 2018 elections. The default elections maintain all of your current elections, except for the Medical Flexible Spending and Dependent Care Spending Account contributions. If you want to continue with your current medical, dental and life insurance elections, you can accept these default elections.

- If you would like to change your current medical, dental or life insurance elections, click the “EDIT” button for the plan you would like to change, and choose your new 2018 election. If an error is made in your elections, you must click the “ERROR” button and make the appropriate changes.
- If you want to contribute to a Medical Flexible Spending Account or Dependent Care Spending Account in 2018, you must click the “EDIT” button for the desired account and key in the desired monthly contribution. Pursuant to federal law, we must assume that you do not want to contribute to either of these accounts unless you specifically enroll each year.



Benefits Enrollment Guide

Step 3: Review/change your dependent information

To view or change your covered dependents, click on the “EDIT” button in the Dependents box above your 2018 elections.

- To change the information about an existing dependent: for each dependent displayed, you can edit any information that needs to be changed
- To add a dependent to your benefit elections: enter the information for the dependent to be added in the “2018 Dependents” section, then click the “CONTINUE” button
- If you are currently enrolled in individual tier coverage, but wish to enroll in family tier coverage in 2018, **you will need to make the election for family coverage prior to adding dependents**; after you make the family tier election for 2018, click the “EDIT” button in the Dependents box above your 2018 elections, and follow the instructions to add dependents
- To delete a dependent from your benefits elections: click the “DELETE” button next to the appropriate dependent

Step 4: Life insurance elections (available only to active clergy)

If you elect to add or increase the employee life, spouse life or child life coverage in 2018, you will be required to acknowledge that you understand that evidence of insurability must be provided before that coverage (or change in coverage) will become effective. You will be mailed a Statement of Health form, which you will need to complete and send to MetLife for review. The coverage amount you currently have will remain in place until MetLife approves your new 2018 election.

Step 5: Print confirmation statement

After making your 2018 benefit elections, you will see the “Congratulations” screen. At this page, you will be able to print your preliminary confirmation statement for your records. After you have printed and reviewed your confirmation, you may click the “LOGOUT” button at the top of the page.

After the close of the open enrollment period, VUMPI will mail you another confirmation of your 2018 benefit elections.

**Thank you for using the online open enrollment system
to enroll in your 2018 benefits!**