



## Benefits Enrollment Guide

**The open enrollment period for your 2019 benefits begins on Monday, October 8, and ends on Wednesday, 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 2019 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](http://www.vaumc.org). You will see a link for “2019 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 change your password for increased security.

### **Step 2: Review your benefit elections**

To make your 2019 benefits elections, click on “My Elections.” Then click on “Review/Change Plan Elections.” The screen will display your 2019 election choices.

- Click the “SELECT” button for each plan you would like to elect or waive, and choose your new 2019 election. If an error is made in your elections, you must click the “ERROR” button and make the appropriate changes.
- All of the “SELECT” buttons must say “EDIT” before you can CONTINUE to the Review Elections screen.

### **Step 3: Review/change your dependent information**

After you have elected a medical, dental or vision plan with a dependent, you may add, delete or edit dependents in the upper right “Dependents” section of the Elections screen. Click on the “EDIT” button in the Dependents box above your 2019 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 “2019 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 2019, **you will need to make the election for family coverage prior to**



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**adding dependents;** after you make the family tier election for 2019, click the “EDIT” button in the Dependents box above your 2019 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 2019, 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 2019 election.

### **Step 5: Print confirmation statement**

After making your 2019 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 2019 benefit elections.

**Thank you for using the online open enrollment system  
to enroll in your 2019 benefits!**