

BENEFITS ENROLLMENT INSTRUCTIONS

Use these instructions to help guide you through your online benefits enrollment process through e-Vantage. You can enroll for benefits online any time, any day and from any location during the enrollment period!



Note: As you go through the online enrollment on e-Vantage, click on the tile for each benefit. After you enroll in each of the plans, select the green submit enrollment button on the top right of the page. Select view to review your Elections Preview Statement.

□ LOG IN TO E-VANTAGE (IF YOU DO NOT KNOW YOUR LOG IN INFORMATION, CONTACT YOUR ACCESS COORDINATOR)

From home:

- Go to emoryhealthcare.org/i-am/index.html and click the **Go to e-Vantage** link on the e-Vantage tile.
- Log on using your network ID and password. Note: You must be enrolled in Duo Security Two-Factor Authentication: ourehc.org/departments/is/Security/duo/

From work:

- Go to the intranet, ourehc.org, and click the **e-Vantage** quick link in the upper right corner.

□ ACCESS THE BENEFITS ENROLLMENT TOOL

- Once logged in, select **Self Service** from the top dropdown menu.
- For new hires, select the Benefits tile and click Benefits Enrollment. Click **Benefits Enrollment**.
- During annual enrollment, select the **Annual Enrollment** tile and walk through the enrollment steps on the left-hand menu. You will need to complete the **Acknowledgment** section before making your elections.

□ MEDICAL, DENTAL AND VISION PLANS

- Click the **Tile** for each option.
- If you select the medical tile, you will need to answer the benefit certification questions
- Click **Add Dependent** and enter the required information, if applicable.
- Click inside the box next to each dependent's name to enroll your dependents for the plan coverages you would like them to receive (medical, dental and/or vision).

□ LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

- For employee: Select your options, the amount, and your beneficiaries. Use the instructions in the previous step to update your beneficiary information.
- For spouse and child: Choose your options, the amount, and the dependent(s) to be covered. You (the are automatically the beneficiary.

□ DISABILITY AND LEGAL PLANS – Choose your option only. Click **Save**.

□ HEALTH CARE & DEPENDENT CARE FSA AND HEALTH SAVINGS ACCOUNT PLAN (HSA)

- **REMEMBER:** You must re-enroll in the health care or dependent care FSA each year.
- Choose your coverage options and the amount. Click **Save**.

□ FINISHING UP!

- When you're done with your elections, click **the green Submit Enrollment** button at the top right of the page.
- Click **View** to preview your elections.
- To view your elections after you have submitted them, log on to e-Vantage and select **Self Service**. Then, select the **Benefits** tile and **Benefits Summary**. Please allow 24-48 hours after enrollment for your elections to display. You may modify your elections up to 31 days from your first day of employment.
- **LOG OUT!** Make sure you log out of e-Vantage. If enrolling on a shared computer, make sure to log out of the VDT to protect your personal information.

Call the Employee Resource Center at 404.686.6044 for assistance. **Note:** Benefits Enrollment will be temporarily unavailable during payroll and/or benefit processing.