Employee Portal Instructions

Welcome to **Thiel College** employee benefits website! As you know, your benefits are an important part of your overall compensation. We are proud to introduce our simple, convenient online benefits enrollment system that will make enrollment faster and easier than ever before!

REGISTRATION

New Users

To register, please follow the steps below:

1. Go to website: **www.davevic.com**
2. Select Login Center at the top of the page
3. Under Employee/ Participant click **"Employee Navigator"**
4. New users should click on **"Register as a new user"** to create a username and password. When creating a new user account:

Enter:	first name, last name
Company Identifier:	**Thielcollege**
PIN:	last four digits of your Social Security Number
birth date:	mm/dd/yyyy

You will be prompted to create a username (company or personal email is recommended) and password (minimum length of 6, number, and symbol required). Once your account is completed, you will be logged into the employee benefits website and gain access to all the employee features.

FEATURES

☐ **Profile**

Under "Profile", you can easily update your personal and dependent information, such as address or emergency contacts, at any time throughout the year. Updates may be subject to HR approval.

☐ **Resources**

Under "Resources", you can access news and articles to plan and HR documents including SBCs, forms, and company policies and procedures.

☐ **Benefits**

You can access plan information at any time by clicking "Benefits". From here, you can view enrollment summaries, plan details, review costs, and view enrolled dependent information.

☐ **Qualifying Event Changes**

You can report qualifying events and make eligible benefit enrollment changes directly online via "Benefits" > "Change Coverage". Life event changes may be subject to HR approval.

WHEN CAN I ENROLL?

Qualifying Event: If you experience a "Qualifying Event," during the plan year, you must request the appropriate changes in the online enrollment system within **30 days** of the event. If you fail to do so, you will be required to wait until open enrollment to enroll or make changes. Qualifying events include: marriage and domestic partnership, divorce or legal separation, birth or adoption of a child, death, spouse losing coverage at their place of employment, child turning 26 years old, or loss of other coverage.

BEFORE YOU ENROLL IN YOUR BENEFITS

- Review the plan information thoroughly before entering the enrollment section – it is important that you understand your benefit options BEFORE starting the enrollment process.
- If you are enrolling your spouse and/or children, please have their dates of birth and social security numbers.

ENROLLING IN YOUR BENEFITS

Once in the website, you will go through a series of screens – each screen takes only a few moments to complete. All of your benefit elections will be displayed on a "cost per pay period" basis based on your specific benefit options.

1   **Start Benefits**: Log into Employee Navigator with your username and password. Click "Start Benefits" to begin the enrollment process.

2   **Personal Information**: Please verify that all of your personal information is accurate. If you see any blank fields or need to make changes, please update the information. Then, click "Save & Continue" at the bottom of the screen.

3   **Dependent Information**: If you have a spouse and/or child(ren) that you wish to cover, click "add dependent", enter your dependent's information, and click "Save". Remember that you will need correct names, dates of birth, and social security numbers for all covered individuals. Once you have added all of your dependents, click "Save & Continue".

4   **Benefits**: The next few screens will present benefit selections by product (medical, dental, vision, life insurance, etc.). To learn more about the offered plans, simply click on "Compare", "Details", and the links under "Helpful Resources".

- <u>Who am I Enrolling?</u> Select the dependents you wish to cover for the benefit by clicking the circle next to their name. The "cost per pay period" will update as you add dependents.
- <u>Which Plan do I want?</u> Select a plan by clicking "select plan". If you aren't interested in selecting a plan, click "Don't want this benefit?" and choose reason for declining benefit.
- You must click "Save & Continue" – which displays a check mark next to the benefit - to save each benefit and continue to the next benefit.

6   **Beneficiary Information**: If you are prompted to add a beneficiary, it is important that you complete the primary and contingent beneficiary information. You may select a dependent from the second screen, or you can designate any other person, organization, or estate trust. It is recommended to update this information on an annual basis or after any major life event. To add a primary or contingent beneficiary, simply click "add a beneficiary". Your primary and contingent beneficiary allocation MUST add up to 100%. When you are done, click "Save" and "Continue.

6   **Enrollment Summary**: This is the final step. Please review your enrollment options and costs. If you wish to make changes to your selections, click on the "Benefits" tab, select the benefit to update your information, and click "Save & Continue" to finish back at the enrollment summary. Once your information is accurate, review the acknowledgement and click "Agree". Your enrollment is now complete. If interested, click "print" to print a copy for your personal records and verify the costs with your pay stub.

QUESTIONS?

If at any point during this process you have questions or require technical support, please call Carol Byce or Davevic Benefit Consultants, Inc.