



## Guide to Small Group Enrollment for the Employee



**meritus**

Together for better health



## Employee Open Enrollment

### Steps for the Employees to complete.

Once your open enrollment period begins, you will receive an email notifying you that Open Enrollment has started. The email contains a link and an access code.

Click on the link in your email notification, the next screen asks employees to register. Once registered, the link can also be used to log back in.

Wed 9/24/2014 9:10 PM  
donotrespond@meritusaz.com  
Open Enrollment for 2014 Has Started!

To: Kelly Schoonmaker

If there are problems with how this message is displayed, click here to view it in a web browser.

Bing Maps

Carol Carey  
Test Agency  
Meritus, Meritus 2nd address  
meritus city, UT 84020  
(555) 555-5555  
[Karen.miller@onlineinsight.com](mailto:Karen.miller@onlineinsight.com)

### Your Online Benefits Enrollment

Pearl,  
Your open enrollment period is **Sep 25 - Sep 26**.  
Every year eligible employees are given an opportunity to change their benefit elections for the upcoming benefit plan year. Open Enrollment is your opportunity to:

- Change from one health plan to another;
- Add eligible dependents not currently covered;
- Drop current dependents; and/or
- Enroll or cancel coverage.

All benefit eligible employees will be required to access open enrollment through the enrollment website. Once there you will be asked for your group verification code, last name and the last 4 digits of your social security number. You will then create your username and password and shop for a medical benefit plan. This must be completed before the end of open enrollment.


#### Online Access

Enrollment Website	Group Verification Code
<a href="http://uat2lx.onlineinsight.com/kchnehp/app/member/employee?clientKey=cchn&amp;code=MT15Mw">http://uat2lx.onlineinsight.com/kchnehp/app/member/employee?clientKey=cchn&amp;code=MT15Mw</a>	MT15Mw

#### Your Profile

Name	Company	Employment Class
Pearl Slaghoople	Bedrock Plumbing	Hourly

This is a system-generated email. Please do not reply to this message. Please view our [Privacy Policy](#) for more information.

 **meritus**  
Together for better health

English | Español  
1.855.755.2700 | 602.957.2113  
Call Us Mon-Fri 8 am to 5 pm, MST  
[info@meritusaz.com](mailto:info@meritusaz.com)

HOME

AA SMALLER TEXT

### Employee Verification

Verify your identity to gain access to your account.

SHOP • ENROLL

Group Verification Code

Last Name \*

Last 4 or Full SSN \*

SUBMIT

**Already registered?**  
Access your account to update your profile information, complete your enrollment and view your benefits and employer contributions.

[CLICK HERE TO LOGIN](#)

meritus  
Together for better health

Logged in as: Perry Masonry  
1.855.755.2700 | 602.957.2113  
Call Us Mon-Fri 8 am to 5 pm, MST  
info@meritusaz.com

HOME MY DASHBOARD LOGOUT AA SMALLER TEXT HAVE US CALL YOU

## New User Registration

SHOP • ENROLL

Your user account has been verified. Please register to continue.

User Name\*  
Slagho

Real Name  
First Name\* Pearl Last Name\* Slaghoopie Email\* kschoonmaker@meritusaz.com

Password  
Password\* Password Verification\*

Security Questionnaire  
Question 1: What is your favorite musical group? Answer 1\*  
Question 2: In what city or town was your first job? Answer 2\*  
Question 3: What is your maternal grandmother's maiden name? Answer 3\*

NEXT >

Once the employee fills in their last name and last four digits of their Social Security Number (SSN), they are taken to a registration screen.

Welcome  
Open Enrollment for 2013 has ended. Open enrollment for 2014 starts on September 25.  
You currently have a status of HR New.

September 25

My Wallet  
Your wallet is currently empty.  
Your employer will contribute 75% towards your individual monthly premium and 50% towards that of your dependents.  
Get started by clicking on the button below!

No Benefits Selected  
There are no benefits selected for you in our database. Click below to start shopping for benefits.  
Start Shopping  
BROWSE PLANS > HELP ME CHOOSE >  
I'm declining coverage

Quick Links  
Account Settings  
Update Personal Data  
Upload a Document  
Uniform Glossary of Terms

Once registered, the employee is taken to their dashboard where they can make a plan selection and perform other tasks.

## Dashboard

From the **Quick Links** box the employee can perform the following tasks:

- 1) **Account Setting** – update their password and security questions
- 2) **View Personal Data** – update name, address and phone number
- 3) **Upload a Document**
- 4) **Uniform Glossary of Terms**

From the **No Benefits Selected** box, the employee can select:

- 1) **Browse Plans** to view the plans their employer is offering
- 2) **Help Me Choose a Plan**
- 3) **I'm declining coverage**

The first time selecting either of these, the employee is asked to verify their personal information.



A confirmation box will appear asking you to verify personal information. You should add or delete any dependents at this time.

**meritus**  
Together for better health

Bedrock Plumbing  
Logged in as: Pearl Slaghoople  
1.855.755.2700 | 602.957.2113  
Call Us Mon-Fri 8 am to 5 pm, MST  
info@meritusaz.com

HOME MY DASHBOARD LOGOUT

AA LARGER TEXT HAVE US CALL YOU

## Confirm Your Information

Before you begin shopping let's confirm your household information. Confirm that everything is correct or make any needed changes.

**SHOP • ENROLL**

**Personal**

Name \*: Pearl Slaghoople  
Social Security \*: \*\*\*-\*\*-2230  
Gender \*: Male  
Birth Date \*: 12/02/1967  
Have you smoked or used any tobacco product on an average of four or more times per week within the past 6 months (this does not include tobacco use for religious or ceremonial use)? ☐ Yes ☒ No  
Tobacco Cessation Program: No

**Edit**

**Spouse/Domestic Partner**

First \*: Wilber Middle: Last \*: Slaghoople  
Birth Date \*: 12/02/1967 Social Security #: -- -- -- --  
Gender \*: ☒ Male ☐ Female  
Have you smoked or used any tobacco product on an average of four or more times per week within the past 6 months (this does not include tobacco use for religious or ceremonial use)? ☐ Yes ☒ No

**+ ADD SPOUSE / DOMESTIC PARTNER** **Cancel** **Update** **EVERYTHING IS CORRECT >**

When **Browse Plans** is selected, the employee will see a list of plans to select from.

Save as PDF Email Plans Update Profile Help Me Choose

Plan Name	Meritus Silver Reliable - PPO	Meritus Gold Healthy - HMO	Meritus Gold Smart Choice - PPO HSA
Summary	<p><b>\$71.24</b> <i>How's this calculated?</i></p> <p><b>silver reliable</b></p> <p>This HMO plan, part of the Meritus Healthy Together Family, features a low annual deductible of only \$800, a \$0 co-pay to visit a Primary Care Physician, a \$0 co-pay for generic maintenance drugs, and a \$0 co-pay for preventative care. Perfect for someone who wants flexibility and choice.</p> <p>Summary of Benefits &amp; Coverage Provider Network Limitations &amp; Exclusions Formulary</p> <p>Like <b>APPLY</b></p>	<p><b>\$86.02</b> <i>How's this calculated?</i></p> <p><b>gold healthy</b></p> <p>This HMO plan, part of the Meritus Healthy Together Family, features a low annual deductible of only \$800, a \$0 co-pay to visit a Primary Care Physician, a \$0 co-pay for generic maintenance drugs, and a \$0 co-pay for preventative care. Plan also includes acupuncture, massage therapy, naturopathy and a \$25 a month gym membership reimbursement.</p> <p>Summary of Benefits &amp; Coverage Provider Network Limitations &amp; Exclusions Formulary</p> <p>Like <b>APPLY</b></p>	<p><b>\$92.58</b> <i>How's this calculated?</i></p> <p><b>gold smart choice</b></p> <p>A high-deductible PPO plan with 0% co-insurance after the deductible has been met. Perfect for someone who wants flexibility and choice for managing medical expenses. Savings for utilizing in-network providers. Preventative care is not subject to deductible and covered at a \$0 co-pay.</p> <p>Summary of Benefits &amp; Coverage Provider Network Limitations &amp; Exclusions Formulary</p> <p>Like <b>APPLY</b></p>
Metal Level	Silver	Gold	Gold
Financials			
Monthly Costs			
Your Premium <sup>(1)</sup>	<b>\$71.24</b> <i>How's this calculated?</i>	<b>\$86.02</b> <i>How's this calculated?</i>	<b>\$92.58</b> <i>How's this calculated?</i>

Once the employee selects a plan, a confirmation screen appears and the employee can begin enrollment.

**Thank You for Choosing Us**  
Please review your plan choice and apply when ready.

**SHOP • ENROLL**

**You have selected:**

Meritus Gold Healthy - HMO **\$344.09/mo** **REMOVE**

Meritus Healthy Together Gold HMO features a low annual deductible and no costs for primary care physician visit and \$0 co-pay for generic

meritus  
Together for better health

Bedrock Plumbing - Round 2  
Logged in as: Pearl Slaghoople  
1.855.755.2700 | 602.957.2113  
Call Us Mon-Fri 8 am to 5 pm, MST  
info@meritusaz.com

HOME MY DASHBOARD LOGOUT AA LARGER TEXT HAVE US CALL YOU

You

SHOP • ENROLL

Save for Later

Other Information Coverage Review

\*Required Information

Full Name  
First \* Last \*  
Pearl Slaghoople

Personal Information

Race - Select only one  
Other

Primary Care Physician name

Preferred Communication Method  
☐ Phone ☐ Email ☐ Mail

Marital Status \*  
☐ Single ☒ Married ☐ Divorced ☐ Widowed

Has any person to be covered, and who may legally use tobacco under federal or state law, smoked or used any tobacco product on an average of four or more times per week within the past 6 months (this does not include tobacco use for religious or ceremonial use)?  
No

Is street address same as mailing address?  
☒ Yes ☐ No

COMPLETE THIS SECTION >

The first screen asks for personal information.

meritus  
Together for better health

Bedrock Plumbing - Round 2  
Logged in as: Pearl Slaghoople  
1.855.755.2700 | 602.957.2113  
Call Us Mon-Fri 8 am to 5 pm, MST  
info@meritusaz.com

HOME MY DASHBOARD LOGOUT AA LARGER TEXT HAVE US CALL YOU

Coverage Questions

SHOP • ENROLL

Save for Later

Other Information Coverage Review

\*Required Information

Coverage

Will anyone be enrolled in other health coverage as of the effective date of this policy? \*  
☐ Yes ☒ No

COMPLETE THIS SECTION >

The second screen asks if the employee has any other coverage.

meritus  
Together for better health

Bedrock Plumbing - Round 2  
Logged in as: Pearl Slaghoople  
1.855.755.2700 | 602.957.2113  
Call Us Mon-Fri 8 am to 5 pm, MST  
info@meritusaz.com

HOME MY DASHBOARD LOGOUT AA LARGER TEXT HAVE US CALL YOU

Review

Please review your information below and click the "Proceed to Signature" button.

Save for Later

Other Information Coverage Review

Sections Completed

Other Information ☒

Coverage ☒

Coverage

Meritus Gold Smart Choice - PPO HSA \$370.31 /mo

Meritus Smart Choice Gold PPO is a perfect plan for someone who wants flexibility and choice for managing medical expenses.

Sub Total: \$370.31 /mo  
Employer Contribution: \$277.73 /mo  
Monthly Total: \$92.58 /mo

PROCEED TO SIGNATURE >

The third screen requests confirmation of the employee's selection. If amendments are required, the employee can click on the tabs to go back.

The final screen asks for the employee's electronic signature.

On completion, the employee receives a screen confirmation and a confirmation email.

The screenshot shows the Meritus website interface. At the top, the Meritus logo is on the left, and contact information for Bedrock Plumbing - Round 2 is on the right. A navigation bar includes links for HOME, MY DASHBOARD, and LOGOUT. A 'SHOP • ENROLL' button is visible. The main content area is titled 'Electronic Signature' and contains a section for 'Applicant's Authorization and Representation'. This section includes a warning to read carefully, a statement of authorization for Meritus Health Partners, and a disclaimer about the consequences of providing false information. Below this is an 'E-Sign' section with a text input field for the user's name (filled with 'Pearl Slaghoople') and a timestamp for the signing (10/01/2014 14:02:12). At the bottom of the form are 'BACK' and 'APPROVE' buttons.

meritus  
Together for better health

Bedrock Plumbing - Round 2  
Logged in as: Pearl Slaghoople  
1.855.755.2700 | 602.957.2113  
Call Us Mon-Fri 8 am to 5 pm, MST  
info@meritusaz.com

HOME MY DASHBOARD LOGOUT

LARGER TEXT HAVE US CALL YOU

Electronic Signature

SHOP • ENROLL

**Applicant's Authorization and Representation - Read this section carefully, sign and date the application.**

\*Required Information

I hereby apply for coverage on the basis of the statements and answers to the questions herein. I hereby represent all answers to be true to the best of my knowledge and to accurately represent the health of those persons applying for coverage and waiving coverage. I understand that these statements, answers and subsequent information I provide are the basis for my coverage. Furthermore, I understand that this application must be updated by me to include any condition or disease which may occur between the date of my application and the Effective Date of Coverage. I UNDERSTAND THAT IF MY APPLICATION FOR NEW OR ADDITIONAL COVERAGE IS ACCEPTED, THAT APPLICABLE COVERAGE WILL NOT BE EFFECTIVE UNTIL AFTER I AM NOTIFIED OF THE EFFECTIVE DATE.

I hereby authorize Meritus Health Partners to obtain from providers of services and hospitals, including those providers with whom Meritus Health Partners contracts for service, the medical records, including those which relate to mental health and chemical dependency treatment, relating to me and my family members to the extent that those records are necessary for enrollment as well as for the administration of the Meritus Health Partner contract, including for purposes of claims payment, case management, fraud investigation and quality of care review. A photocopy of this authorization shall be as valid as the original and remains in effect as long as continually insured by Meritus Health Partners or until revoked.

I UNDERSTAND THAT PROVIDING FALSE INFORMATION OR OMISSION OF RELEVANT INFORMATION TO MERITUS HEALTH PARTNERS IN THIS APPLICATION MAY RESULT IN THE DENIAL OF CLAIMS OR CANCELLATION OR RESCISSION OF COVERAGE.

E-Sign  
To indicate approval of the information contained in this electronic message, type your name.

Enter your name: \*  
Pearl Slaghoople

Signing on: \*  
10/01/2014 14:02:12

BACK APPROVE

The Employee Enrollment is now complete!

The screenshot shows a confirmation screen titled 'Enrollment Complete!'. It congratulates the user, Pearl, on successfully enrolling in the employer's benefit program and provides a confirmation number, 00006005. Below this is a section titled 'Who's Covered' which contains a table with three columns: Name, DOB, and Coverage. The table lists Pearl Slaghoople with a DOB of 11/30/1969 and a coverage icon. The next section is 'What's Next', which states that new plan cards will arrive in the mail box within 14 days. At the bottom is a 'MY DASHBOARD' button.

**Enrollment Complete!**

Congratulations Pearl, you successfully enrolled in your employers benefit program. Your confirmation number is 00006005.

**Who's Covered**

Name	DOB	Coverage
Pearl Slaghoople	11/30/1969	

**What's Next**

Your new plan cards will arrive in your mail box within 14 days.

MY DASHBOARD

**ADDRESS**  
2005 West 14th Street  
Suite 113  
Tempe, Arizona 85281

**WEBSITE**  
[meritusaz.com](http://meritusaz.com)

**EMAIL**  
[sales@meritusaz.com](mailto:sales@meritusaz.com)  
[groupquotes@meritusaz.com](mailto:groupquotes@meritusaz.com)

**PHONE**  
602-957-2113

**TOLL FREE**  
855-755-2700

**TTY**  
7.1.1

**HOURS OF OPERATION**  
8 am to 5 pm (M-F)



**meritus**  
Together for better health