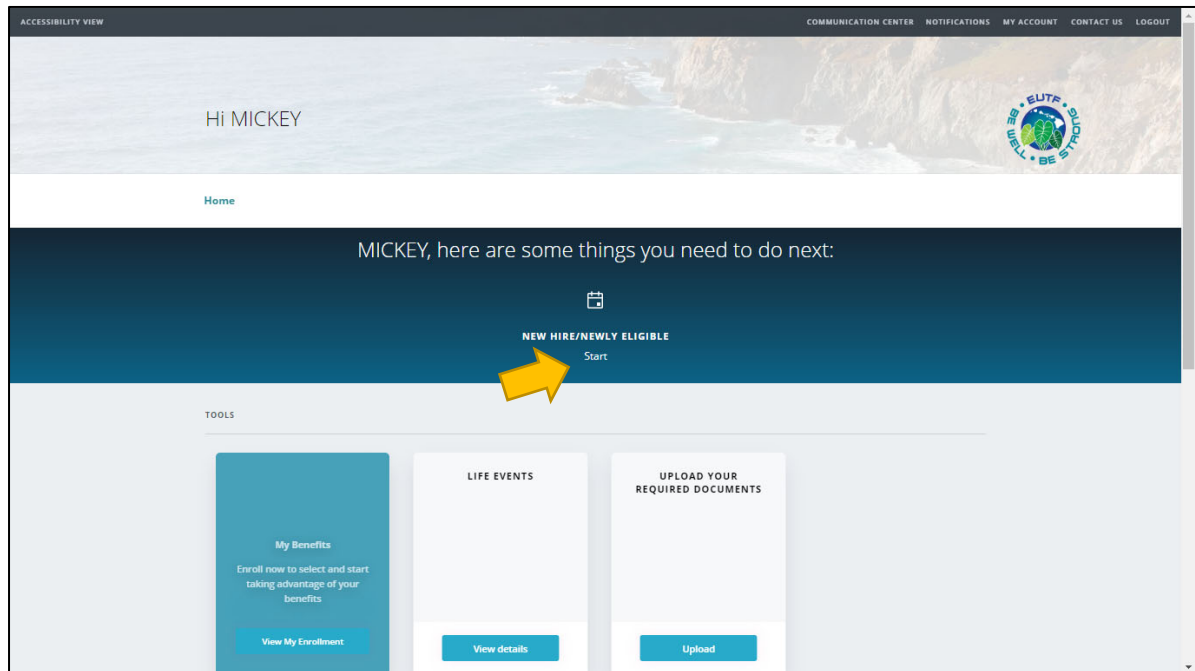
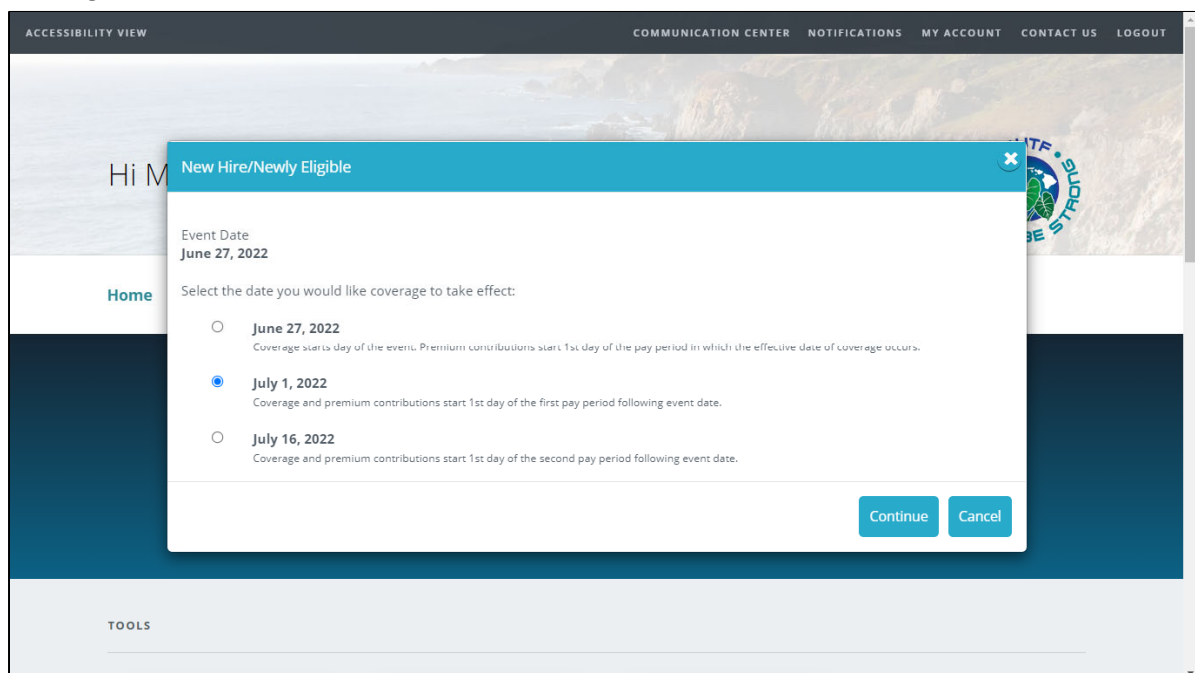


New Hire/Newly Eligible Enrollment

1. Once you've registered and logged into the Member Self-Service Portal, you'll be directed to the home page. Located in the blue banner you will see the **New Hire/Newly Eligible** event. Click **Start** to begin the enrollment process.

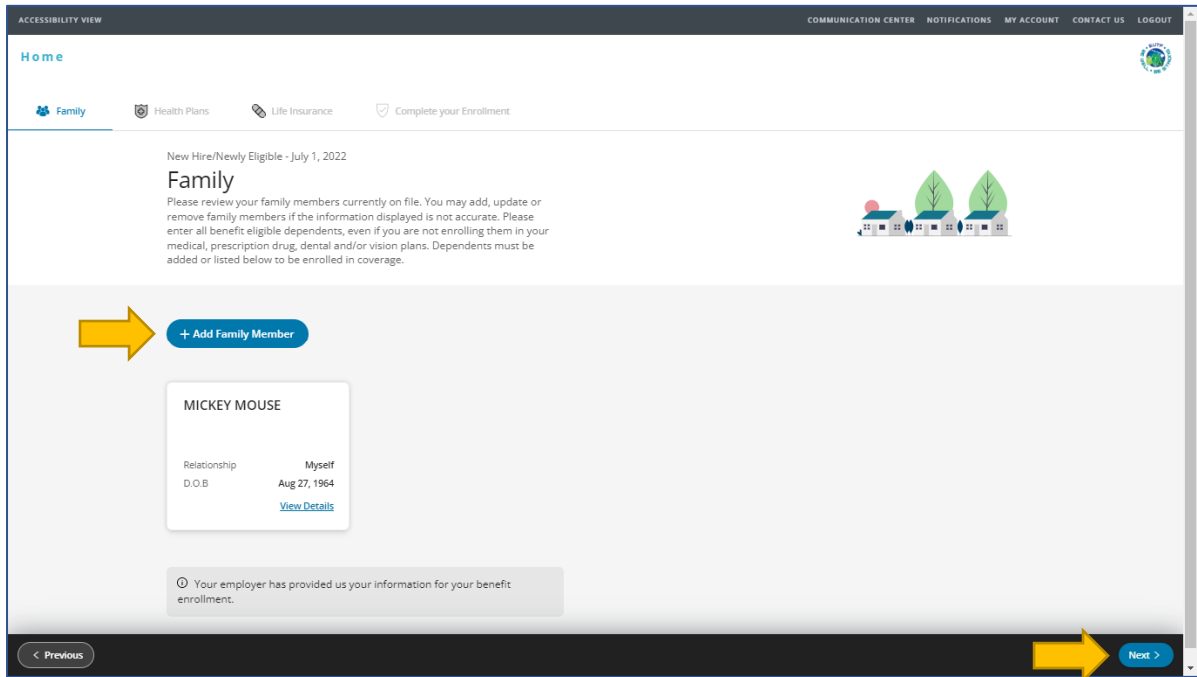


2. A new window appears with your new hire/newly eligible start date. Select the date you would like coverage to take effect. Click **Continue**.

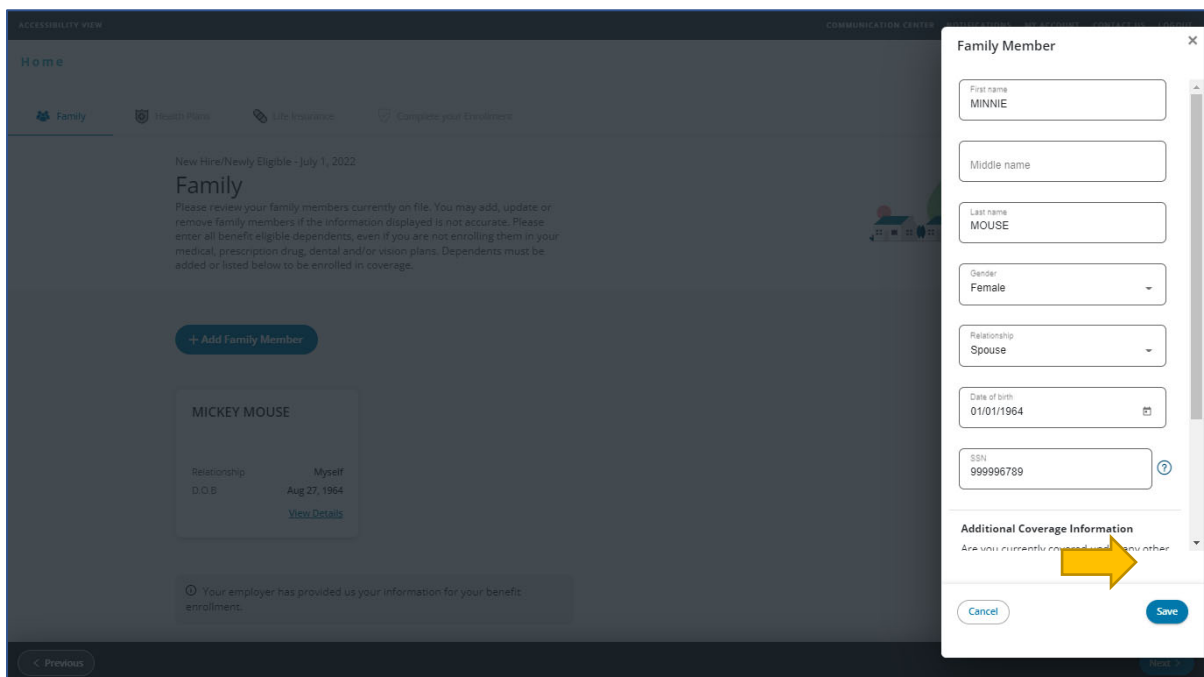


3. Only enter eligible dependents you wish to enroll in your medical, prescription drug, dental and/or vision plans. Dependents must be added or listed to be enrolled in coverage. Click the **+ Add Family Member** button to enter eligible dependents.

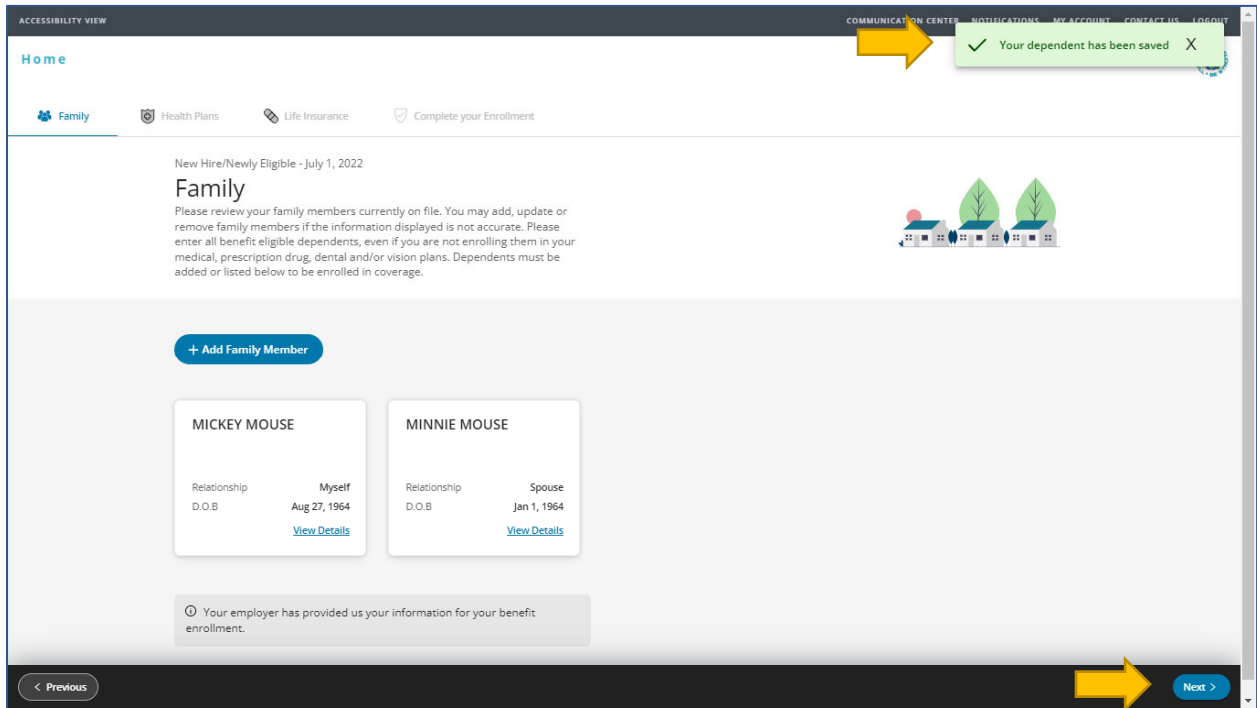
If you do not have eligible dependents to add, click the **Next** button at the bottom right of the screen and skip to step 6.



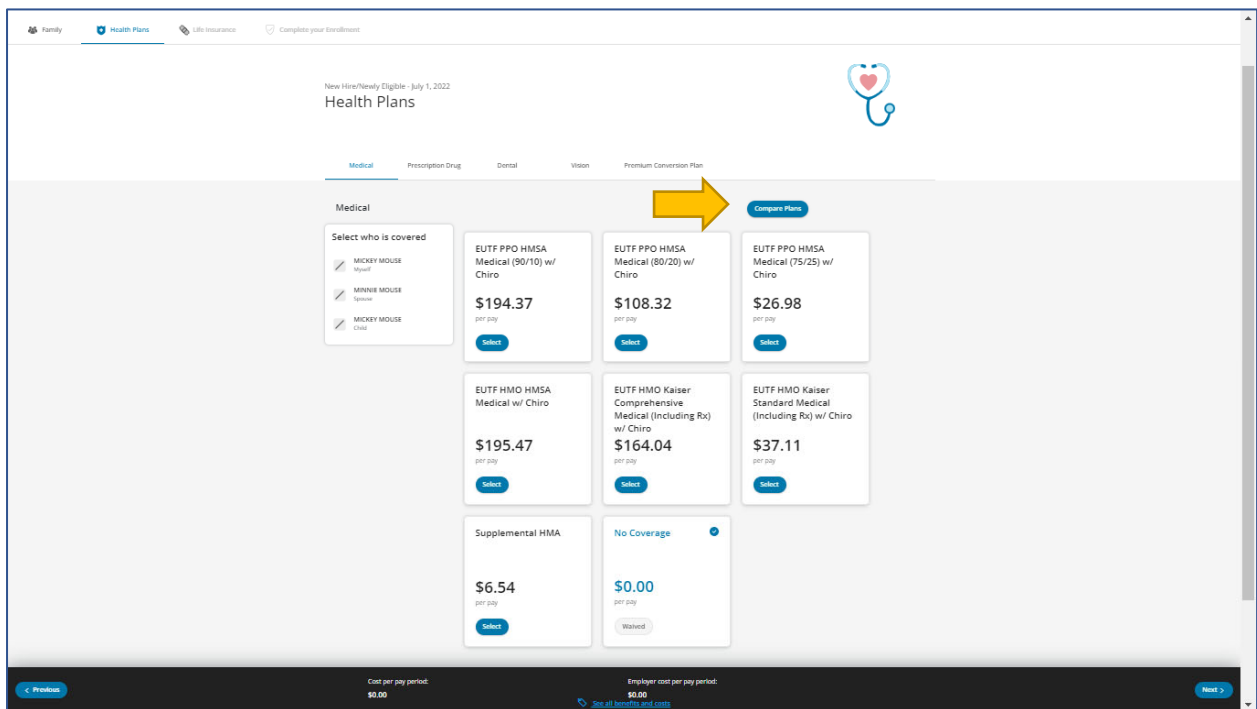
4. Enter the eligible dependent's information into the new window and click **Save**.



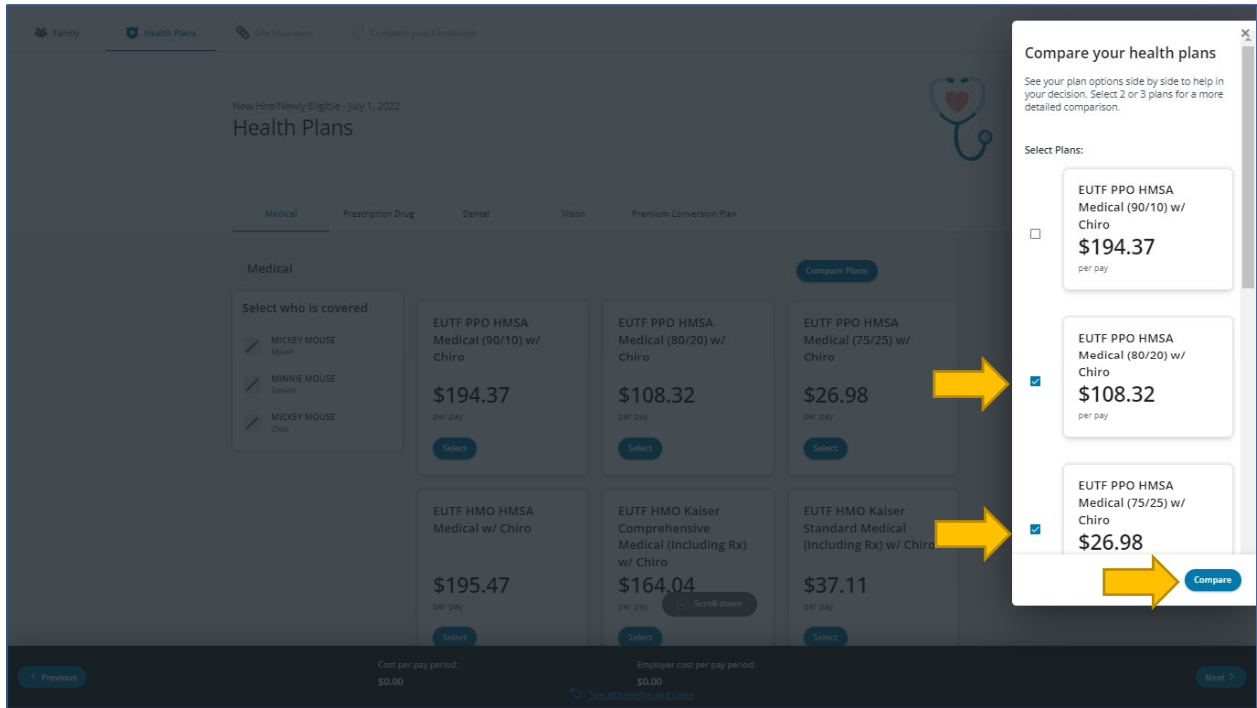
- A green pop-up window at the top right corner confirms your dependent has been saved. To add additional eligible dependents, repeat steps 3 and 4. When all eligible dependents you wish to enroll in plans have been added, click **Next** at the bottom right corner.



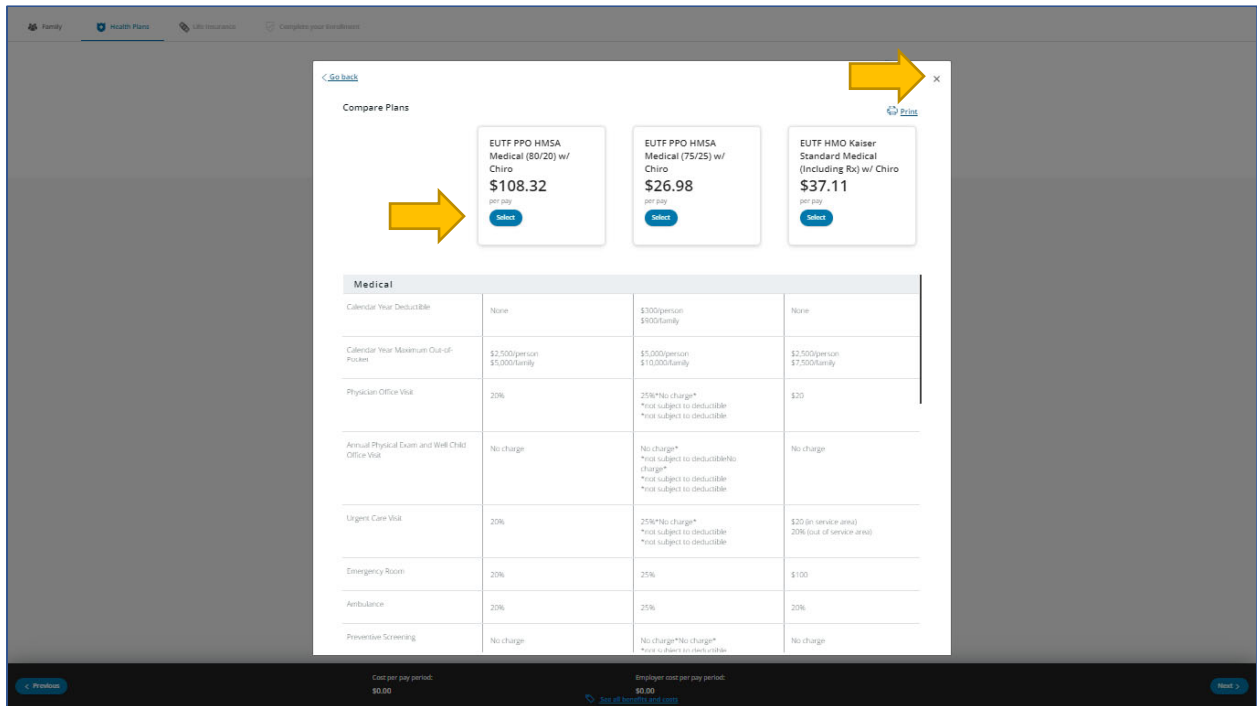
- Your medical plan options and eligible dependents are displayed. To compare medical plan benefits and costs between plans, click the **Compare Plans** button. Otherwise, skip to step 9.



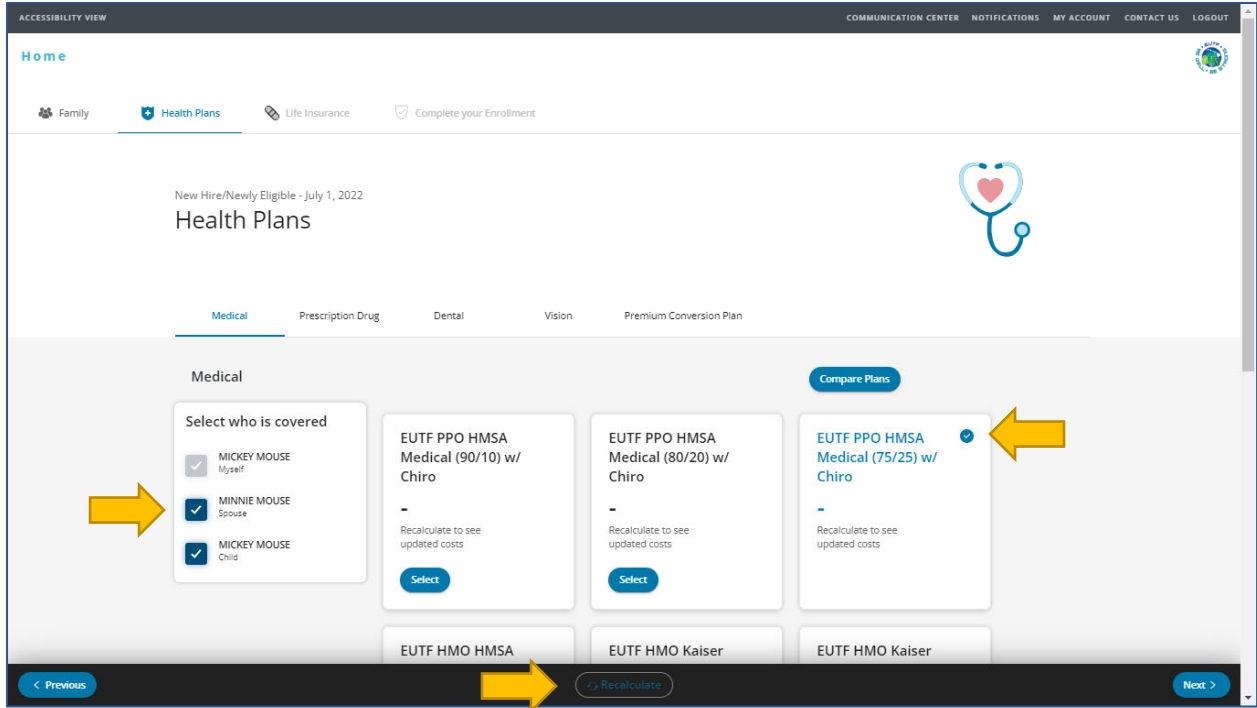
- See your plan options side by side to help in your plan selection decision. Select 2 or 3 plans for a more detailed comparison and click the **Compare** button.



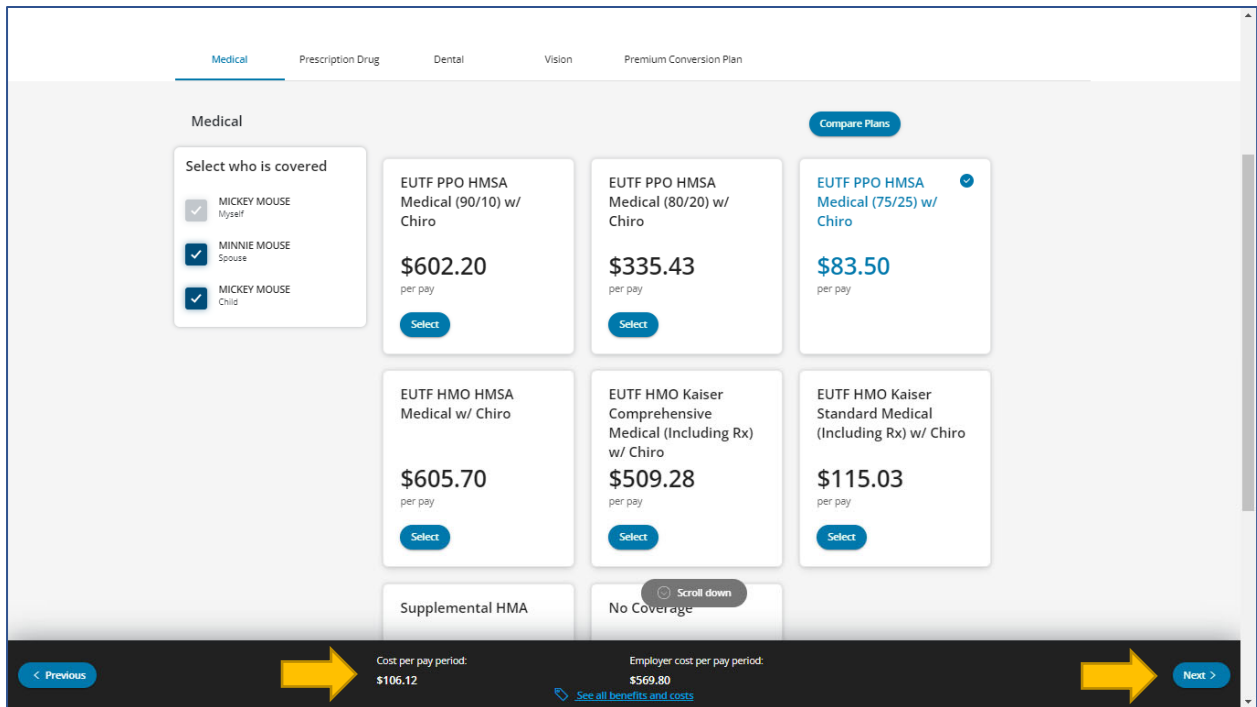
- Review the medical plan benefits and costs. Enroll in a plan by clicking the **Select** button, or return to the previous screen by clicking the **x** at the top right or **Done** button at the bottom right of the window.



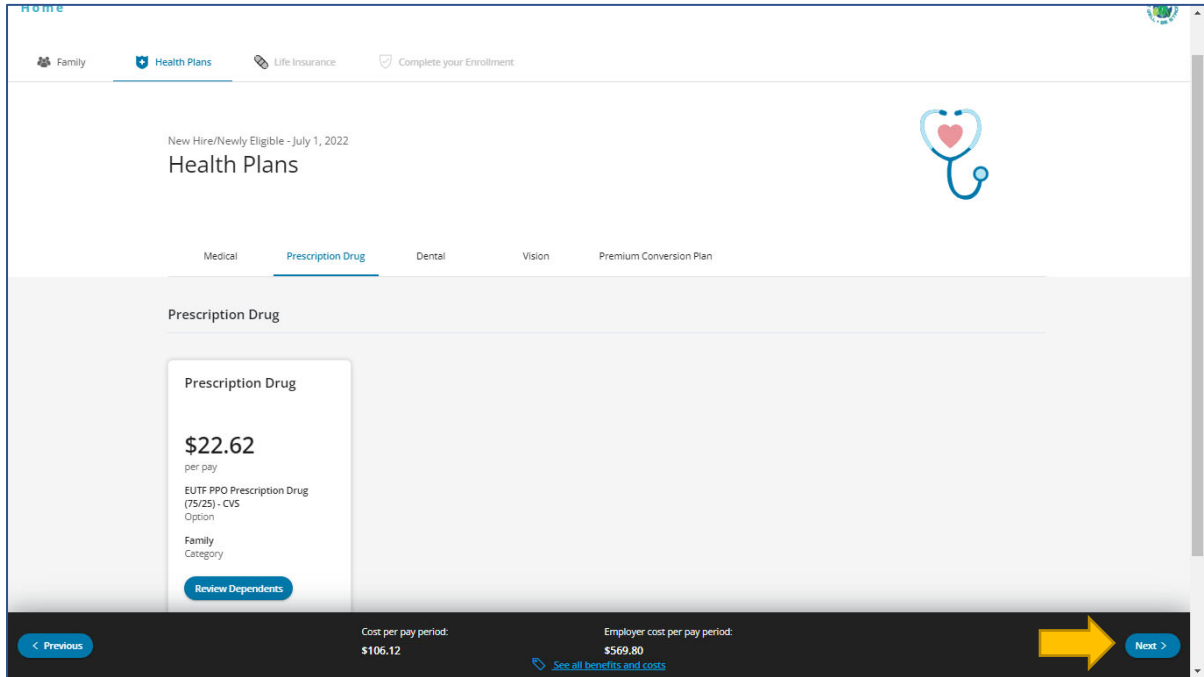
- Select a medical plan option and a **blue check bubble** appears in the tile of the medical plan you've selected to enroll in. To add eligible dependents to your medical plan, **select the check box** next to their names. Click the **Recalculate** button at the bottom of the window.



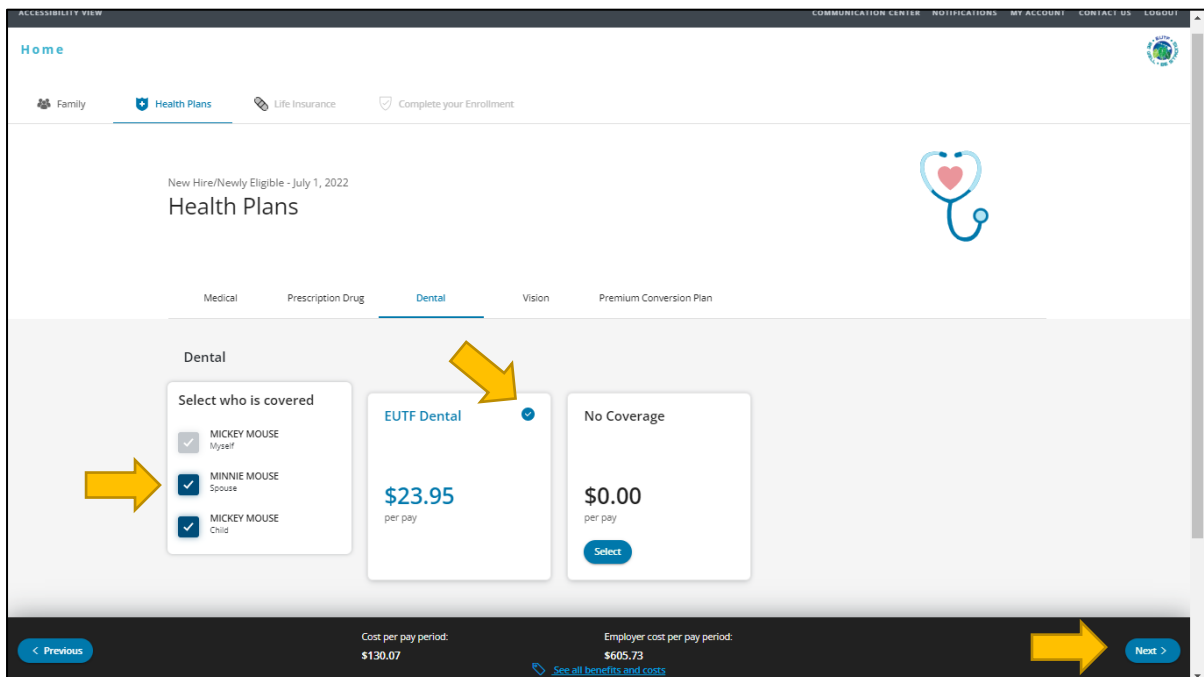
- The employee and employer cost per pay period is shown at the bottom of the window. To proceed, click **Next**.



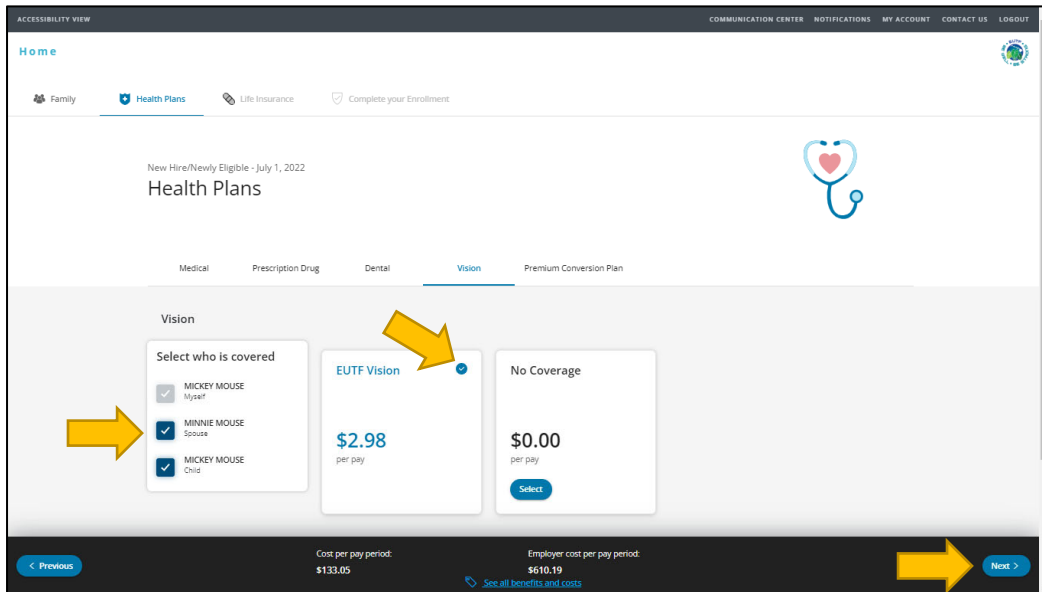
11. Prescription drug plans are bundled with the medical plans and cannot be elected separately. Click **Next** to continue.



12. To enroll or waive dental plan coverage, click **Select** in one of the tiles. When the dental plan is selected, a **blue check bubble** appears in the dental plan tile. To add eligible dependents to your dental plan, **select the check boxes** next to their names. Click the **Recalculate** button at the bottom of the window. The employee and employer cost per pay period for all enrolled plans is shown. To proceed, click **Next**.

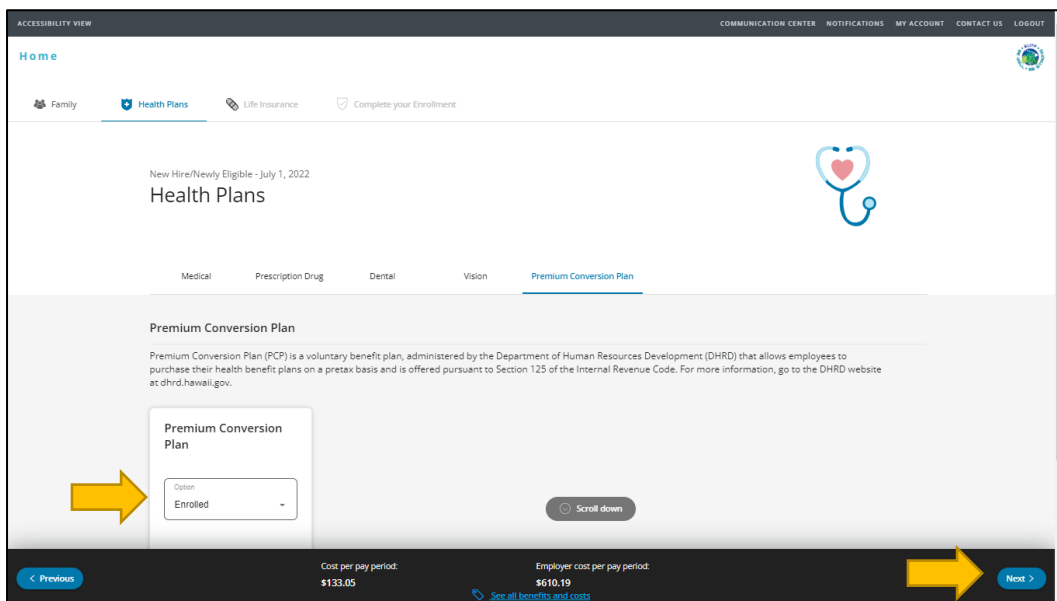


13. To enroll or waive vision plan coverage, click **Select** in one of the tiles. When the vision plan is selected, a **blue check bubble** appears in the vision plan tile. To add eligible dependents to your vision plan, **select the check boxes** next to their names. Click the **Recalculate** button at the bottom of the window. The employee and employer cost per pay period for all enrolled plans is shown. To proceed, click **Next**.



14. Premium Conversion Plan (PCP) is a voluntary benefit plan, administered by the Department of Human Resources Development (DHRD) that allows employees to purchase their health benefit plans on a pretax basis and is offered pursuant to Section 125 of the Internal Revenue Code. For more information, go to the DHRD website at dhrd.hawaii.gov.

Use the drop down box to select **Waive** or **Enrolled**. To proceed, click **Next**.



15. Life insurance is available to the employee only and is 100% paid by the employer. Use the drop down box to select **Waive** or **Enrolled**. To proceed, click **Next**.

Home

Family Health Plans Life Insurance Complete your Enrollment

New Hire/Newly Eligible - July 1, 2022

Life Insurance

Life Insurance

\$0
per pay

Option
EUTF Life Insurance

\$38,505
Amount

Back to top

Cost per pay period: **\$133.05** Employer cost per pay period: **\$612.25**

See all benefits and costs

Previous Next

16. Review dependent information, coverage, cost summary and terms and conditions. Click **I agree to the Terms and Conditions**. To make changes, click **Go Back and Make Changes**. If everything is correct, click **Complete Enrollment**.

Home

Family Health Plans Life Insurance Complete your Enrollment

New Hire/Newly Eligible - July 1, 2022

Complete Enrollment

Below is a summary of your benefit selections. Take a moment to review your choices before completing your enrollment.

Family Members

Below is a summary of the dependents you have on file.

Relationship	Myself	Relationship	Spouse	Relationship	Child
D.O.B.	Aug 27, 1964	D.O.B.	Jan 1, 1964	D.O.B.	Feb 1, 2016
Coverage	Dental, Prescription Drug, Medical Waiver	Coverage	Dental, Prescription Drug, Medical Waiver	Coverage	Dental, Prescription Drug, Medical Waiver

Your coverage

All benefits are effective as of July 1, 2022 unless otherwise noted in the table below. If your selected coverage requires additional verification, it will be updated once approved.

Benefit	Coverage Options	Coverage Details	Employee Cost Per Pay Period	Employer Cost Per Pay Period
Health Plans				
Medical				
Medical	EUTF PRO-MEGA Medical (77422) - Chrs	Family	\$85.50	\$485.24
Prescription Drug				
Prescription Drug	EUTF PRO Prescription Drug (77422) - Chrs	Family	\$22.82	\$121.46
Dental				
Dental	EUTF Dental	Family	\$23.05	\$25.54
Vision				
Vision	EUTF Vision	Family	\$2.08	\$4.40
Total			\$133.05	\$612.25

Cost Summary

Cost summary	Per pay amount
Your gross deductions	\$133.05
Your gross tax deductions	\$0.00
Your total cost	\$133.05
Total employer cost:	\$612.25

Terms and Conditions

I am eligible for the coverage requested and decide that the individuals included are also eligible. I understand that the benefit elections made on this application are in effect as long as I continue to meet EUTF's eligibility requirements, and I understand that I am responsible for providing information and documents to EUTF. I understand that if I have changed my mind for any reason, I must notify EUTF within the time period specified in the EUTF plan documents. I understand that I am responsible for providing information and documents to EUTF. I understand that I am responsible for providing information and documents to EUTF. I understand that I am responsible for providing information and documents to EUTF.

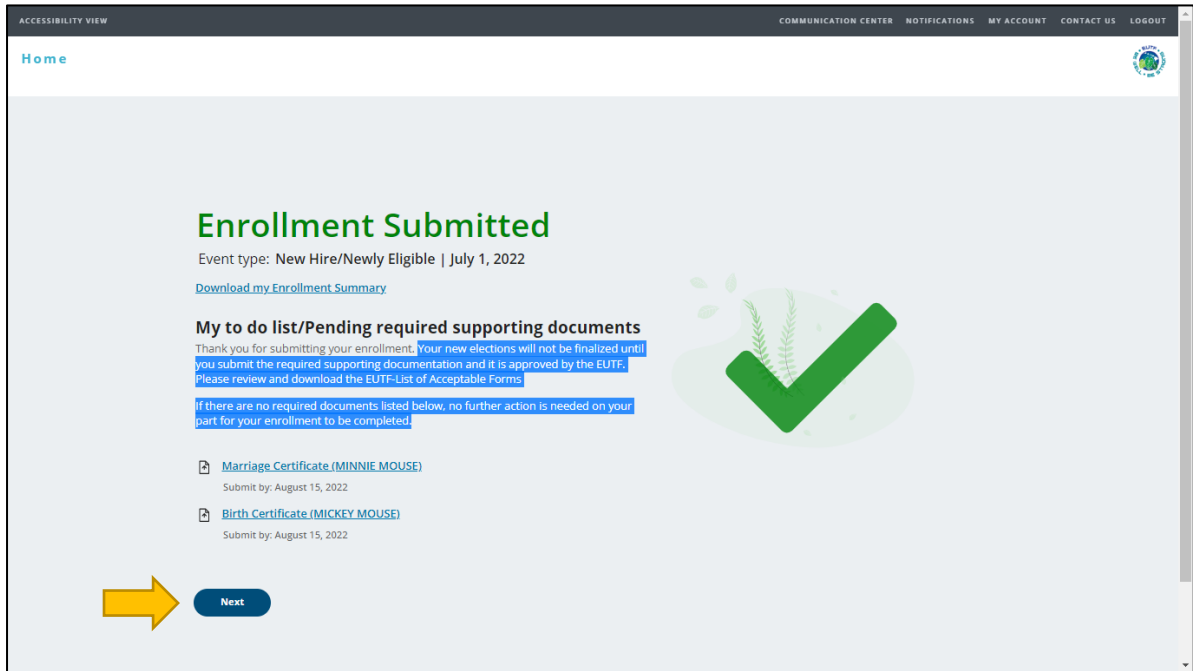
I agree to the Terms and Conditions

Go back and make changes Complete Enrollment

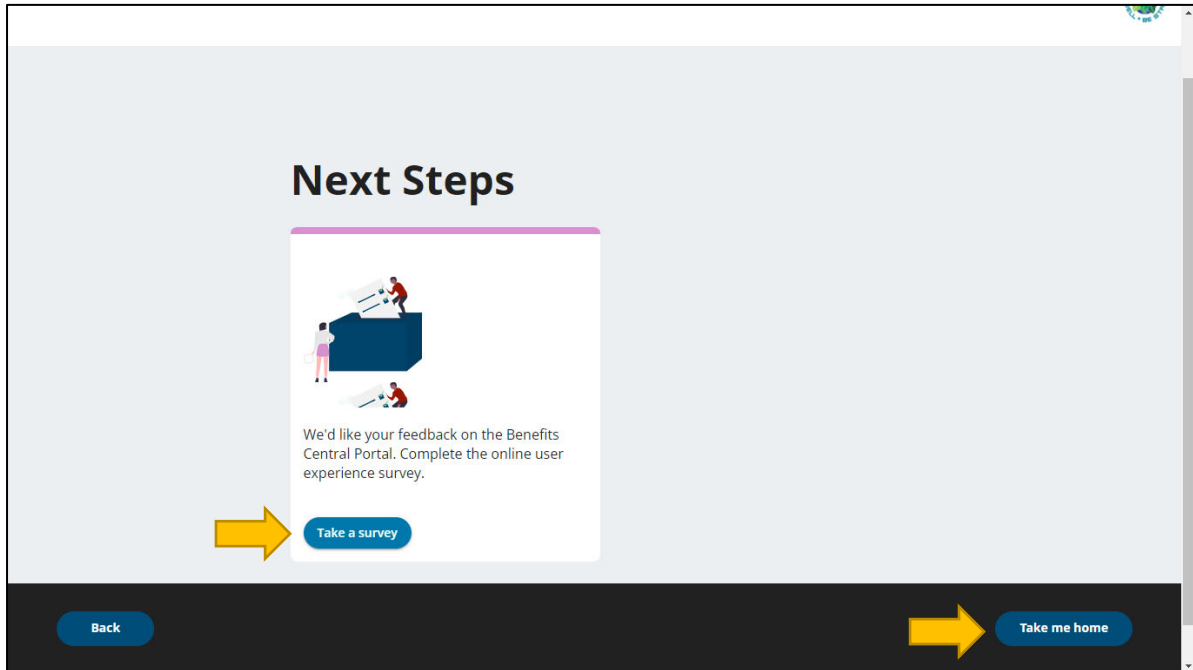
Rev.

17. Your enrollment has been submitted. If you have eligible dependents that require supporting documentation, follow the prompts on your screen. Your new elections will not be finalized until you submit the required supporting documentation and it is approved by the EUTF.

If there are no required documents listed below, no further action is needed on your part for your enrollment to be completed. Click **Next**.

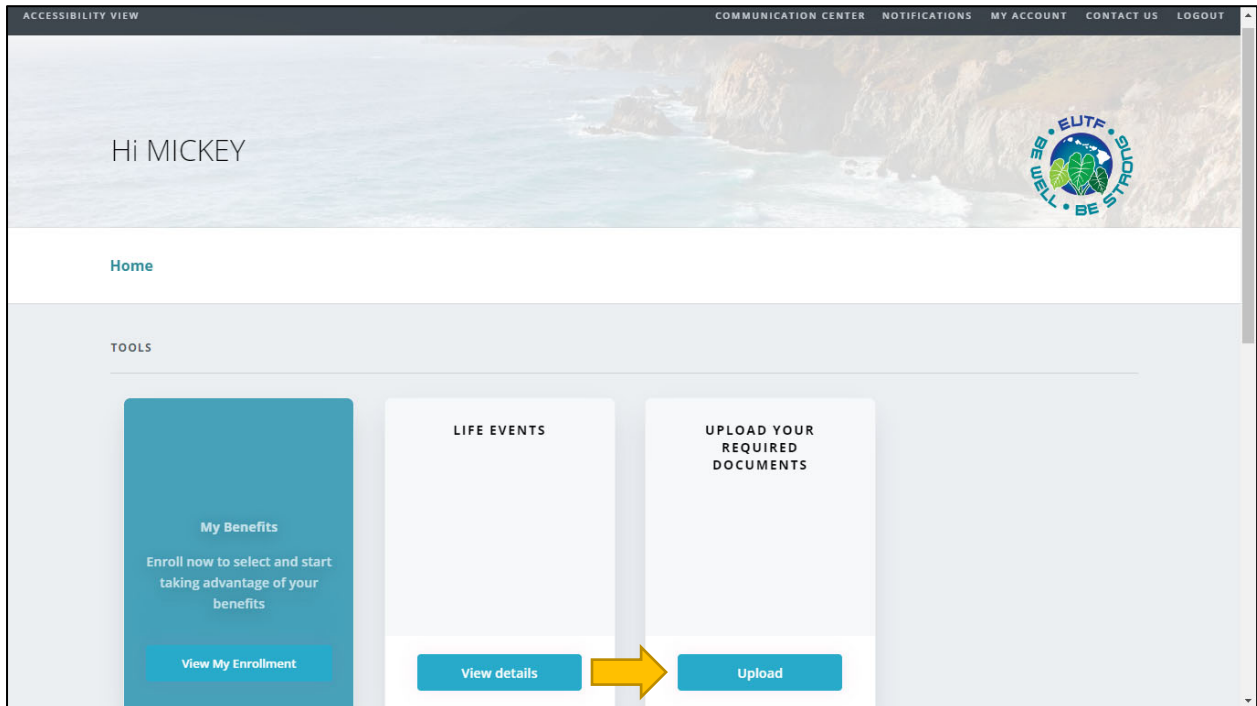


18. You have the option to **take a survey** or **return to the home page**.

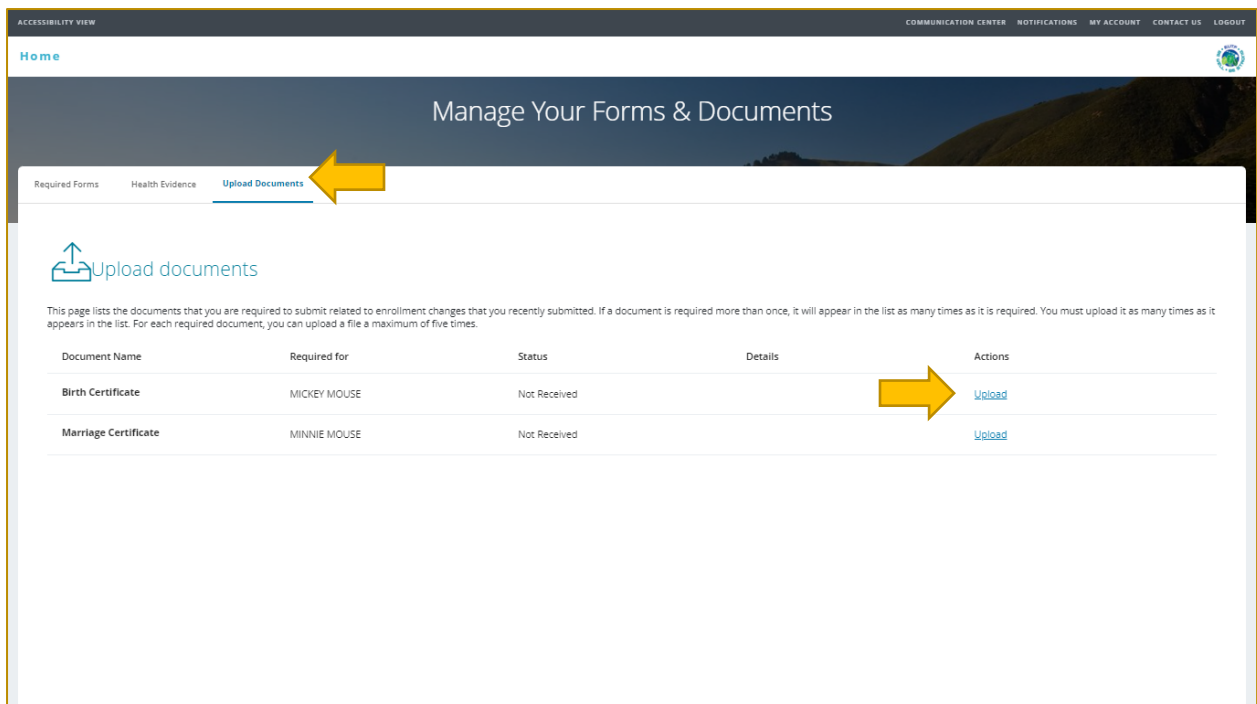


Uploading Required Supporting Documents

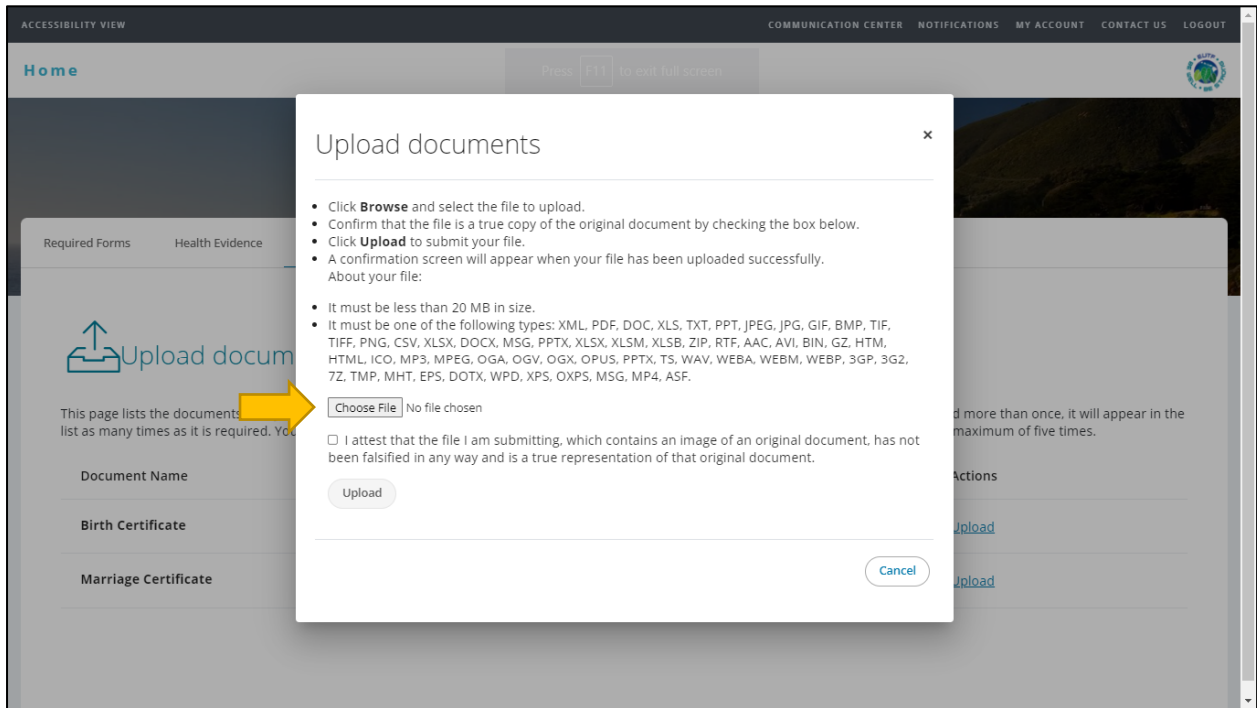
1. On the homepage under Upload Required Documents, click **Upload**.



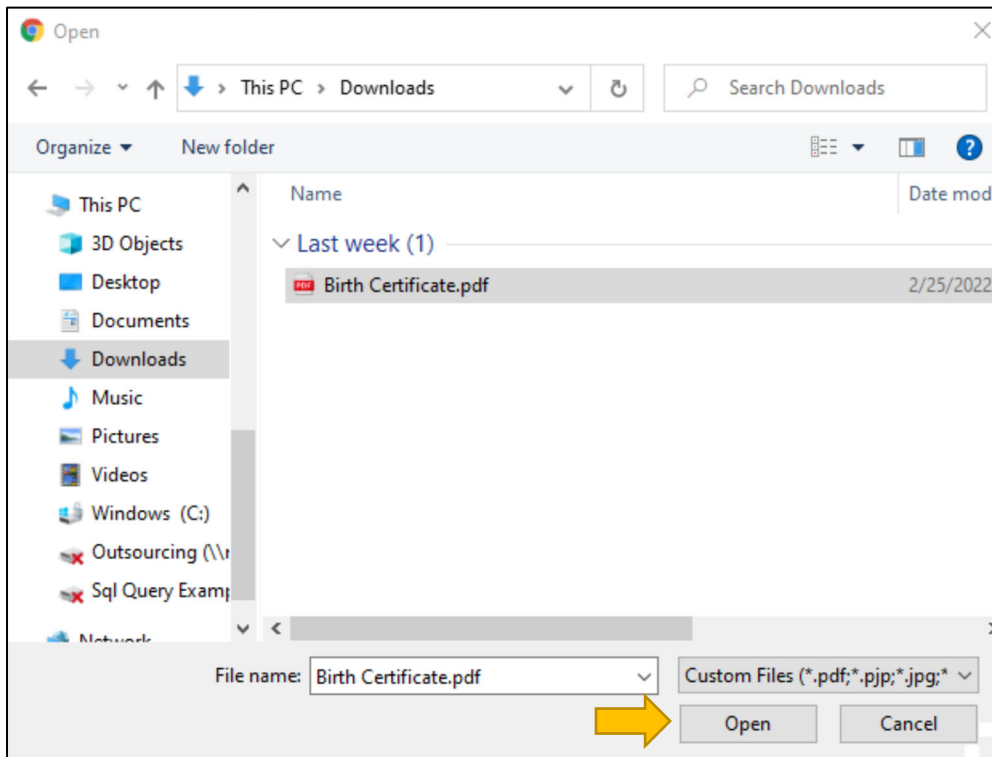
2. The Manage Your Forms & Documents screen opens. Click the **Upload Documents** option. The Upload documents screen displays. To upload the document, click **Upload**.



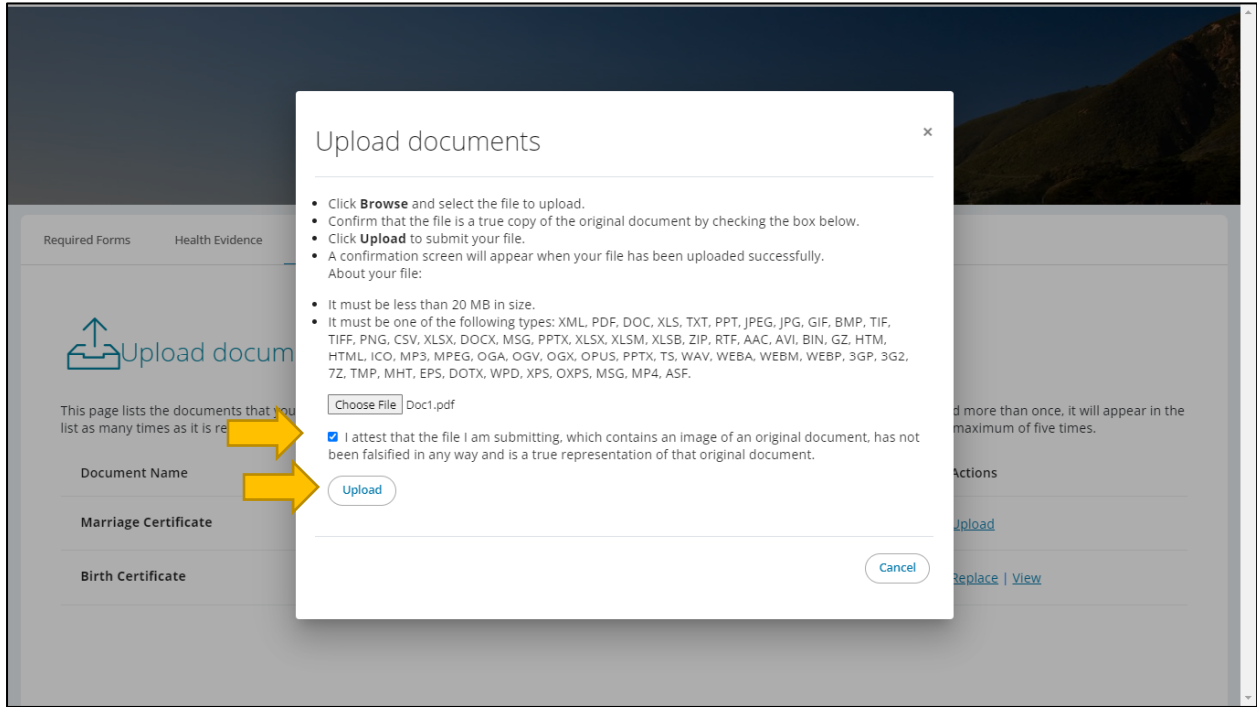
3. The Upload Document window opens. Click **Choose File** to upload your document.



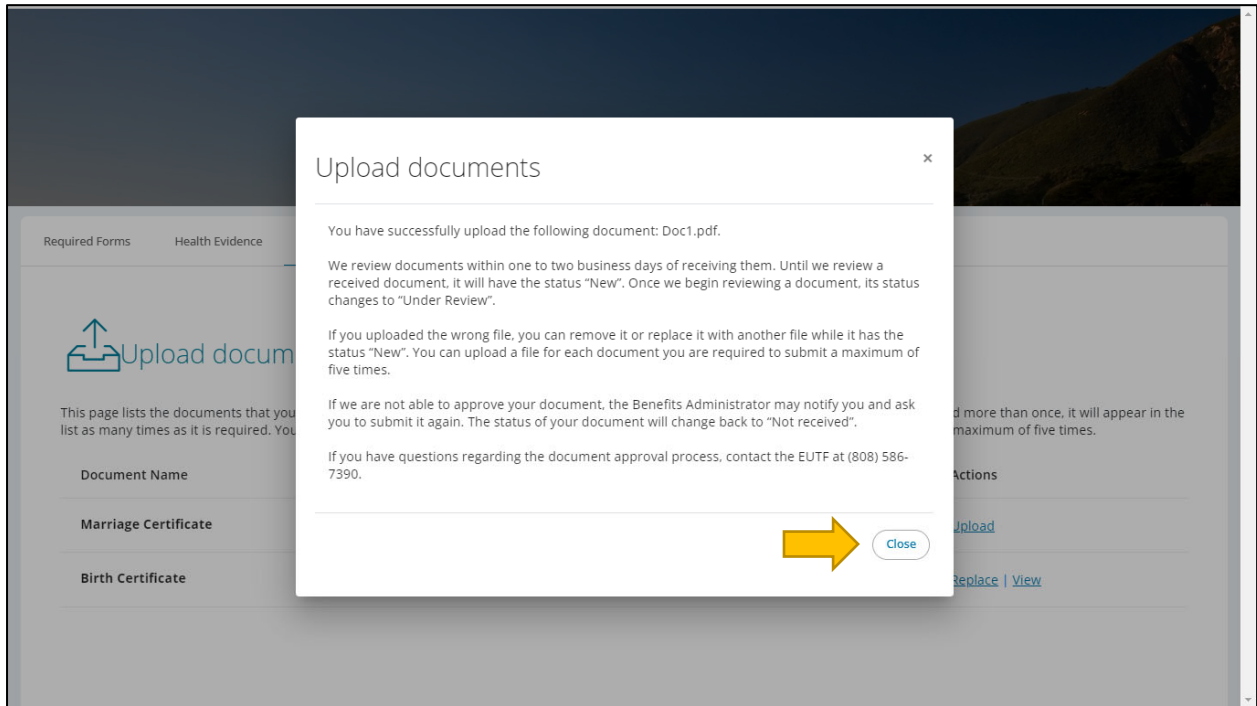
4. Navigate to the location of the stored document. Click on the document name to select it and then click the **Open** button.



5. The selected file's name displays on the **Upload documents** window. Click the attest checkbox, and then click the **Upload** button to complete the process.



6. The **Upload documents** window confirms your successful upload. Click the **Close** button.



- The **Upload documents** window displays the added document in the **Details** column.

Home

Manage Your Forms & Documents

Required Forms Health Evidence **Upload Documents**

Upload documents

This page lists the documents that you are required to submit related to enrollment changes that you recently submitted. If a document is required more than once, it will appear in the list as many times as it is required. You must upload it as many times as it appears in the list. For each required document, you can upload a file a maximum of five times.

Document Name	Required for	Status	Details	Actions
Marriage Certificate	MINNIE MOUSE	Not Received		Upload
Birth Certificate	MICKEY MOUSE	New	Added on Jul 12, 2022	Replace View

- Once you have submitted all required supporting documentation and it is approved by the EUTF, you will receive confirmation of your enrollment.