Benefitfocus Detailed
Open Enrollment Instructions

1. Begin at one.purdue.edu, select the “Benefits Open Enrollment for Faculty & Staff” banner at the top of the page. Log in to Benefitfocus with your Purdue Career Account and BoilerKey.

BoilerKey, Purdue University’s new, two factor authentication service (for enhanced security) will be required for logging into the open enrollment portal, beginning Oct. 30, 2018.

2. From the Welcome page, in the upper right corner, select the gold “To Enroll, Make a Change, and View Your Benefits CLICK HERE” button.
3. On the “Manage Your Benefits”, select the gold “Get started” box.

4. Next, review your dependent information. Select “Add Dependent” to add additional dependents not listed, “Edit” to edit your dependent information or “Next” to move on to the next step.
5. Answer the following survey questions; Tobacco certification and legal notice certification. Then click “Save & Continue.”

6. On the Open Enrollment Benefits page, you will see a summary of your benefit plan options. Beginning with “1. Your Medical coverage”, select “Begin enrollment” to review the medical plan options or “Decline coverage” to opt out of medical plan coverage.
7. Once on the “Choose your Medical Plan” page, you will have the option to select your medical plan. If you elected coverage for 2018, your 2018 plan is pre-selected. Confirm you have the correct dependents selected on the left side of the page, then select “Next” to move on to the next page.

Enrollment tip: From the summary page, select the first benefit plan in the list to begin. Follow the numbered benefit plans in order. You will not be able to submit your enrollment until you have made a decision on all benefit plans highlighted in blue (example shown below).
8. If you enroll in the Purdue Health Plan Plus HSA 1 or Purdue Health Plan Plus HSA 2, you will be offered a Health Savings account (HSA). If eligible, choose the gold “Select Plan” button. If you are not eligible for an HSA and would like to decline the plan, including Purdue’s contribution, choose “Decline Coverage.”

9. If you select the Health Savings Account (HSA), you will have the option to contribute additional funds. Click the black “+Add Contribution” button, select your 2019 per paycheck contribution, and select “Add contribution.” If you wish to only receive Purdue’s base contribution, select “Next.”
Next select your response for the transfer of HSA funds from Payflex to HSA Bank then click “Next.”

Choose your Limited Purpose Flexible Spending Account by clicking the gold “Select Plan” button and enter your 2019 annual contribution or “Decline Coverage.”
10. Next, you will see a summary of the medical, prescription coverage, Health Savings Account (HSA) and Flexible Spending Account (FSA) plans. Review the coverages you have elected and select edit to make any changes. After reviewing all elections, scroll to the bottom of the page and select “Save.”

11. Next, you will be directed back to the “Open Enrollment Benefits” summary page. Scroll down the page reviewing your coverage and dependents for each plan. Select “Edit coverage” under each plan option to make any changes to coverage for that plan.
12. Some benefits require a decision to be made before your enrollment can be submitted. These plans are highlighted in blue. You can choose to “Begin enrollment” or “Decline coverage”. Once you have selected to enroll in the plan or declined coverage, the blue highlight is removed and you are able to continue with your enrollment (as shown).

13. Further down the summary, you will see the life insurance plans with the coverage you have currently selected that will continue for 2019 unless you choose “Edit coverage” and make a change. If you previously entered your beneficiaries, you will see this information listed. If you have not entered beneficiaries, you are able to do so by selecting the pencil icon next to “Edit”.
14. Continue down the page reviewing your coverages and making decisions on blue highlighted plans until you reach the bottom of the page.

15. Once you’ve scrolled through all of the benefit plans to the bottom of the page, click “Complete Enrollment” when you are ready to submit your enrollment.
16. After completing your enrollment, you will see a pop up that says “Congratulations, you have finished selecting your benefits!” Here you can select “Show all of my benefits” to review your enrollment. If you need to make changes choose “View and edit all benefits.” Please “Review and print/save a copy of your Benefit Summary Report” and retain a copy for your records. To end your enrollment choose “Continue to next page” and you have successfully completed your 2019 Open Enrollment.