The instructions walk through the steps needed to complete benefit enrollment.

Please Note: Survey questions must be completed, regardless if you are enrolling or declining benefits.

### Access Benefitfocus via OneCampus

1. Visit [OneCampus](https://one.purdue.edu/)
2. Search Browse Categories
3. Select HR & Benefits
4. Click Benefits Enrollment – Active Benefitfocus (Faculty/Staff)
5. Log in using Purdue Career Account ID and BoilerKey.

For assistance using or setting up BoilerKey, please contact ITaP at itap@purdue.edu or 765-494-4000.

### Benefitfocus Access and Survey Questions

Click Get Started from Manage Your Benefits homepage

Review dependent information. If changes are needed:
- Click Add Dependent to add additional dependents not listed
- Click Edit to edit or change dependent information

Click Next
Complete the survey questions by selecting the appropriate answer:

- Purdue Tobacco Survey
- Document Review (online or notices mailed home)

- Working Spouse benefit coverage
  - Review additional messages in red, based on selected answer
  - If Working Spouse Premium Waiver is required, follow directions to upload after completing benefit enrollment steps.
  - Click Save & Continue

Dependent on selection, a message in red may appear (examples below):
Enrollment Coverage Selection

The Open Enrollment Benefits site contains a summary of the benefit options, outlined through 24 segments.

Start with:
1. Your Medical coverage

Click Begin enrollment

**Click Decline Coverage if declining medical coverage**

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**1. Your Medical coverage**

- Confirm the correct dependents selected by ensuring their name is highlighted in green
  - Click Add Dependent, if needed
- Click Select Plan to choose the plan you want
  - If enrolled previously in a plan, it will display that one as Currently Selected.
- Click Decline Coverage, after scrolling to bottom of page if medical coverage is not needed
- Click Next when finished

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**Best Practices:**

- Follow the numbered benefit plans in order.
  - You will not be able to ‘submit’ or complete enrollment until a decision has been completed for all benefit plans highlighted in blue (example below)

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**Choose your Medical plan.**

Please review your options and choose the plan that best meets your needs.

- [Select Options]

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**Decline Coverage**

I would like to decline Medical coverage.

- [Next] [Previous] [Cancel]
A Health Savings Account (HSA) is offered with each Medical Plan.

Select Yes or No to answer the HSA Eligibility Survey.

- If answer is No, a Health Reimbursement Arrangement (HRA) is offered.

Please Note: Only Purdue can make contributions to your HRA – the employee cannot make contributions to a HRA.

- If answer is Yes, please select Yes to include the HSA account with your medical coverage, or select No if you do not want an HSA.
- If Yes, answer survey question related to contribution amount
  - Click Continue
  - Dependent on selection, additional questions may need answered. (Example: 3. Select a way to contribute)

Please note: The bar at the top of the screen will show your contributions vs. IRS rules, to ensure you’re not over-contributing.

If you want to understand more about HSA contributions, click on “How is this calculated?” at the top of the page. Keep in mind the system only calculates your base contribution from Purdue—not the Healthy Boiler incentive. So if you plan to participate in the program and earn the additional HSA contribution, be sure to consider that as you decide on how much you plan to contribute.
If contributing to an HSA, review Contribution summary:
  - Click Save & Continue

Click Next, to confirm HSA eligibility, when applicable.
Click Next (again) to move on.

After completing the HSA information, you can choose to use a Limited Purpose Health Care Flexible Spending Account.

Click Select, to choose FSA plan

Click Decline Coverage if you do not want the FSA

If Select Plan is clicked:
  - Enter Contribution Amount
  - Click Next
A Benefit Summary page displays after completing Medical Coverage, including HSA/HRA and/or FSA showing your medical coverage selection.

- Click **Edit coverage** or **Edit plan** to change medical coverage
- Click **Plan Details** to review medical plan

Click **Save**

**Please Note:**
Your vision and dental benefits will roll over. If you want to make changes, you will need to edit your coverage.

After Benefit Summary, it will lead to the **Dependent Care FSA coverage**

- Click **Begin enrollment** if wanting a dependent care FSA
- Click **Decline coverage** if not needed

If **Begin enrollment** is chosen:

- Click **Select Plan**
- Type **Contribution Amount**
- Click **Next**
The application will continue to take you through each benefit option. Click **Begin Enrollment** to select plan or **Decline coverage**.

Don’t forget to **Review Dental** if changes are needed (otherwise the plans roll over from the previous year)

- Click **Edit coverage**, if changes are needed

Further down the summary, you will see the life insurance plans being offered. This is a good time to check your beneficiary information. Please note, you may change beneficiaries at any time.

If you are increasing your voluntary term life, Benefitfocus will alert you if you need to go through the EOI process.
Once you’ve selected all enrollment options and have scrolled through to the bottom of the page, you are ready to submit your enrollment:

- Click to checkmark I have reviewed the information above
- Click Complete Enrollment

This page is displayed, once enrollment is completed.

- Please click Review and print a copy of your Benefit Summary Report and retain a copy for your records
- Click Show all of my benefits to review benefit selection, when applicable
- Click View and edit all benefits to make any needed changes, when applicable

To end enrollment, click Continue to next page.

Complete or skip survey. This survey is feedback on the Benefitfocus enrollment platform and is not shared with Purdue HR, Benefits.

A confirmation of submitted benefit enrollment is received via email.