

Online Benefit Enrollment Instructions

How to enroll in MFB benefits through API

In addition to online selections, there may also be paper forms required.

For adding a spouse:

- Spousal Verification form*
- Marriage license

For adding a dependent:

- Birth Certificate

For enrolling in Life insurance (all full-time employees):

- Paper life insurance form including beneficiary information*

**Forms found on Benefits Website*

Restoring Hope and *Freedom*[®]
Mary Free Bed
Rehabilitation Hospital

1. Go to* <https://api.maryfreebed.com>
 - a. Select the first option- **Human Resources & Payroll Self-Service Portal**



 [Human Resources & Payroll Self-Service Portal](#)

[Time and Attendance Staffing and Scheduling Portal](#)

[Manager Self-Service Portal](#)

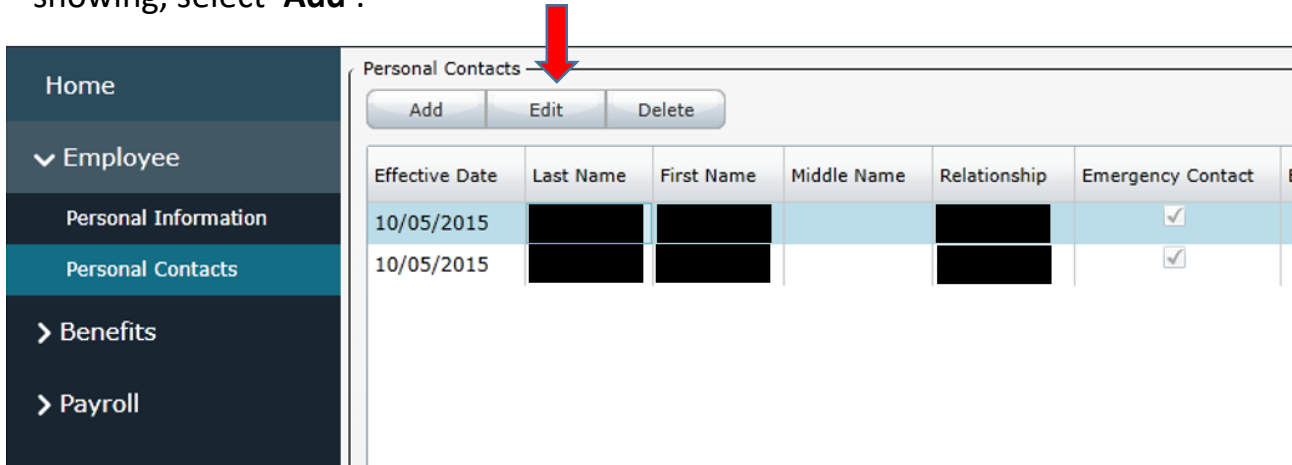
*You may enroll online from home, however your computer must be a Windows product that also has Microsoft Silverlight plugin installed & using Internet Explorer 9 or above.

2. Log into **Employee Self-Service portal**
 - a. Use the same username and password you use to login to your MFB computer.

The image is a screenshot of a login page for GE Centricity. At the top is the GE logo. Below it, the text "Centricity™" is displayed, followed by "Human Resources and Payroll" and "Employee Self-Service". The login form includes fields for "Username" and "Password", a dropdown menu currently showing "MFBHOSP", and a "Sign in" button at the bottom.

STOP! Are you enrolling your spouse/children in any of your coverages? If so, continue to Step 3. If not, skip to step 5.

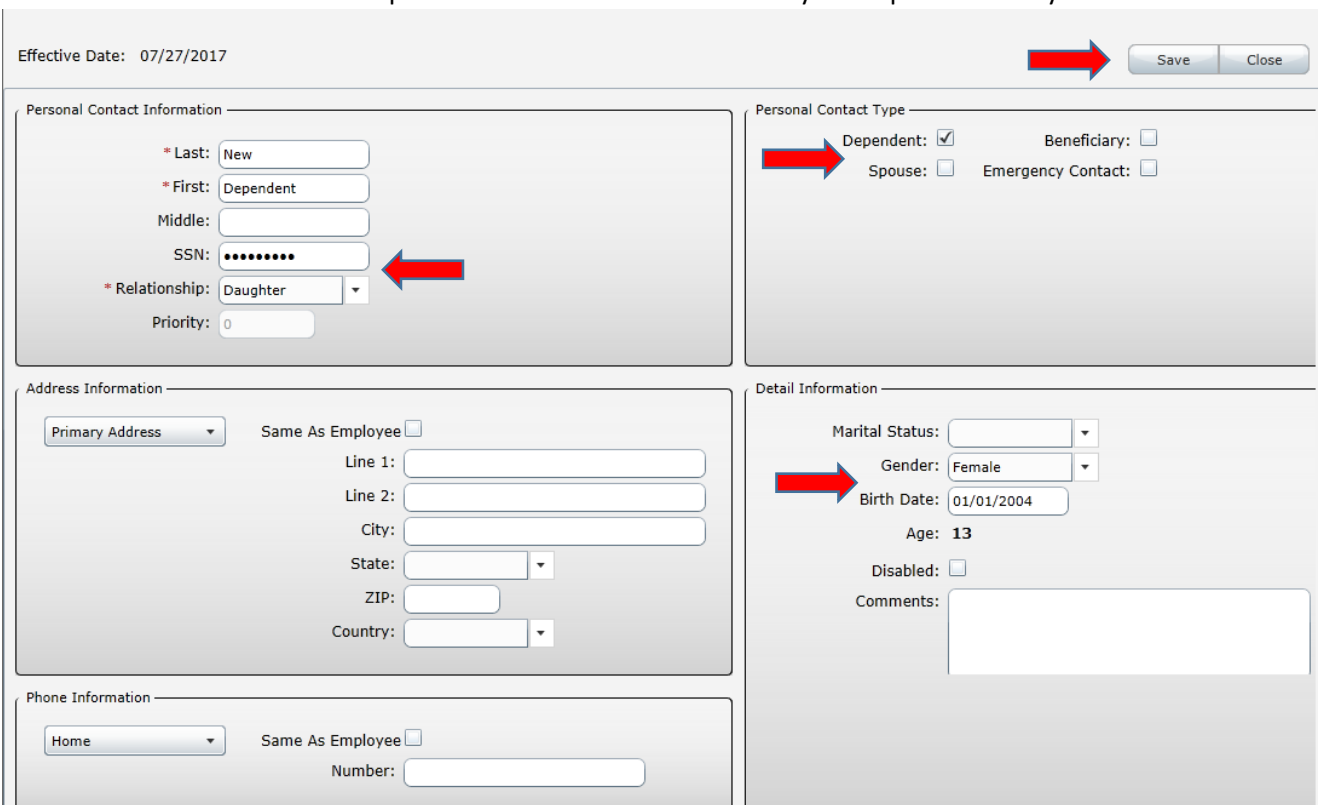
3. Select **Employee tab** and **Personal Contacts** from the panel on the left side of the page. If anybody you are enrolling is already listed on this screen as your emergency contact, select that person and click '**Edit**'. If you are enrolling somebody who is not already showing, select '**Add**'.



Effective Date	Last Name	First Name	Middle Name	Relationship	Emergency Contact
10/05/2015					<input checked="" type="checkbox"/>
10/05/2015					<input checked="" type="checkbox"/>

Add in **SSN, Relationship, Gender, & Birth Date**. Ensure you click '**Spouse**' or '**Dependent**'.

*Please note that these are all required fields. If SSN is not included your dependents may not be enrolled.



Effective Date: 07/27/2017

Save Close

Personal Contact Information

* Last: New
* First: Dependent
Middle:
SSN:
* Relationship: Daughter
Priority: 0

Personal Contact Type

Dependent: ☒ Beneficiary: ☐
Spouse: ☐ Emergency Contact: ☐

Address Information

Primary Address Same As Employee ☐
Line 1:
Line 2:
City:
State:
ZIP:
Country:

Phone Information

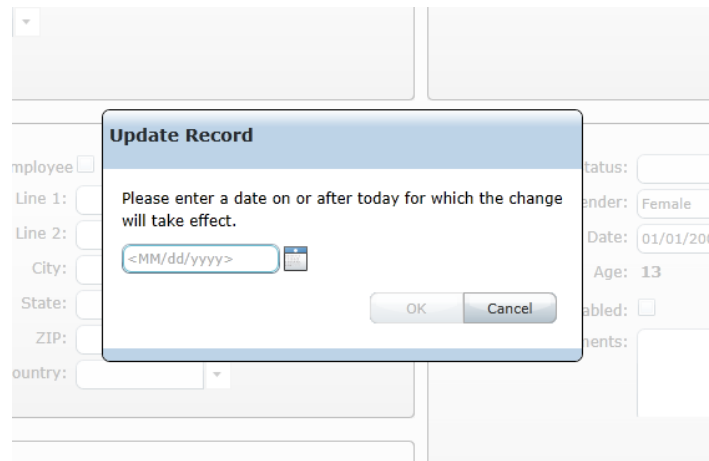
Home Same As Employee ☐
Number:

Detail Information

Marital Status:
Gender: Female
Birth Date: 01/01/2004
Age: 13
Disabled: ☐
Comments:

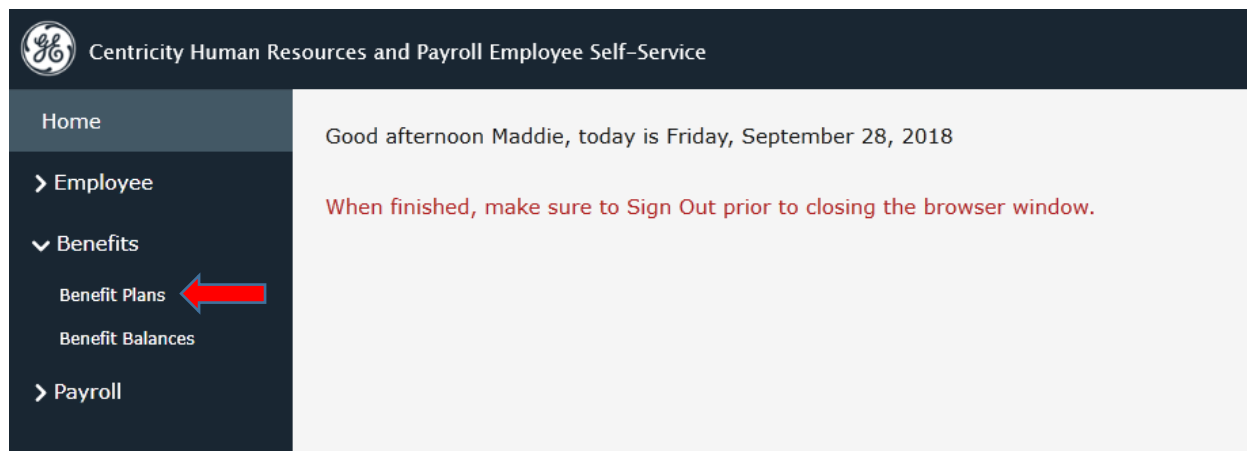
4. Enter today's date for the **Effective date**. Your benefits will become effective based off your eligibility dates (i.e. 30 days from hire).

Repeat Steps 3 & 4 for each dependent you will add to your plans.



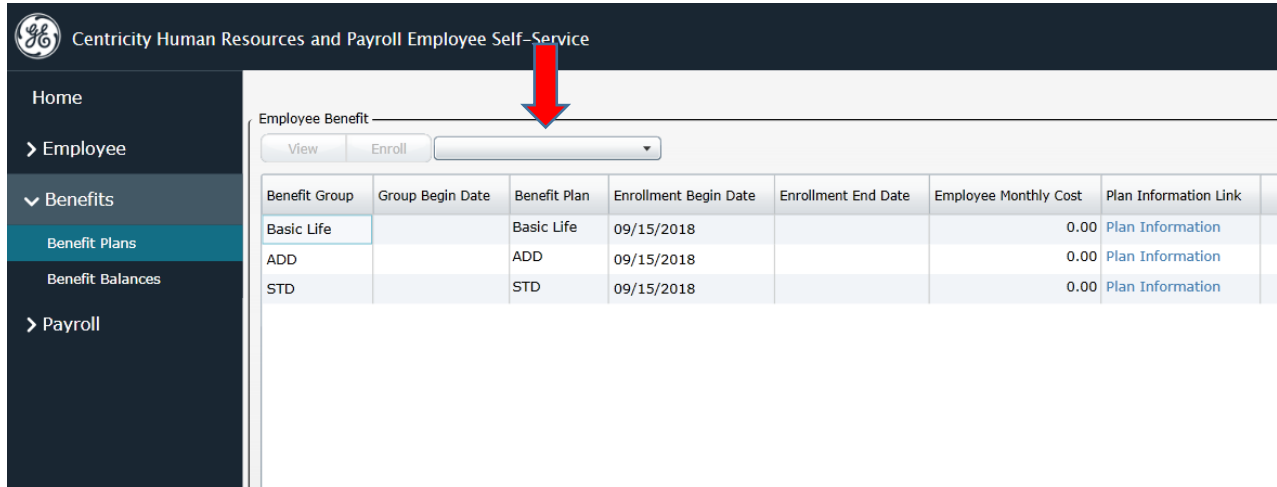
The image shows a web form with fields for 'Employee', 'Line 1', 'Line 2', 'City', 'State', 'ZIP', and 'Country'. To the right, there are fields for 'Status', 'Gender' (set to 'Female'), 'Date' (set to '01/01/200'), 'Age' (set to '13'), 'Enabled' (checkbox), and 'Dependents'. An 'Update Record' modal dialog is centered over the form. The dialog has a title bar 'Update Record' and contains the text: 'Please enter a date on or after today for which the change will take effect.' Below this text is a date input field with a calendar icon and a placeholder '<MM/dd/yyyy>'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

5. Click on the **Benefits tab** and select **Benefit Plans** from the drop-down options.



The image shows the GE Centricity Human Resources and Payroll Employee Self-Service interface. The header bar is dark blue with the GE logo and the text 'Centricity Human Resources and Payroll Employee Self-Service'. Below the header is a navigation sidebar on the left with the following items: 'Home', 'Employee', 'Benefits' (expanded), 'Benefit Plans' (highlighted with a red arrow), 'Benefit Balances', and 'Payroll'. The main content area on the right has a light gray background. It displays a greeting: 'Good afternoon Maddie, today is Friday, September 28, 2018'. Below the greeting is a red text instruction: 'When finished, make sure to Sign Out prior to closing the browser window.'

6. On the **Benefit Plans** screen, start by selecting the first choice from the drop-down items. Once that is selected, you can click on **Enroll** to start the enrollment process.
 - a. You will have 3 options under Enroll. You will want to work your way through all 3 enrollments. These will include 1) Medical, Dental, LTD & Voluntary Life Insurance 2) Vision and 3) Flexible Spending



Centricity Human Resources and Payroll Employee Self-Service

Home

Employee

Benefits

Benefit Plans

Benefit Balances

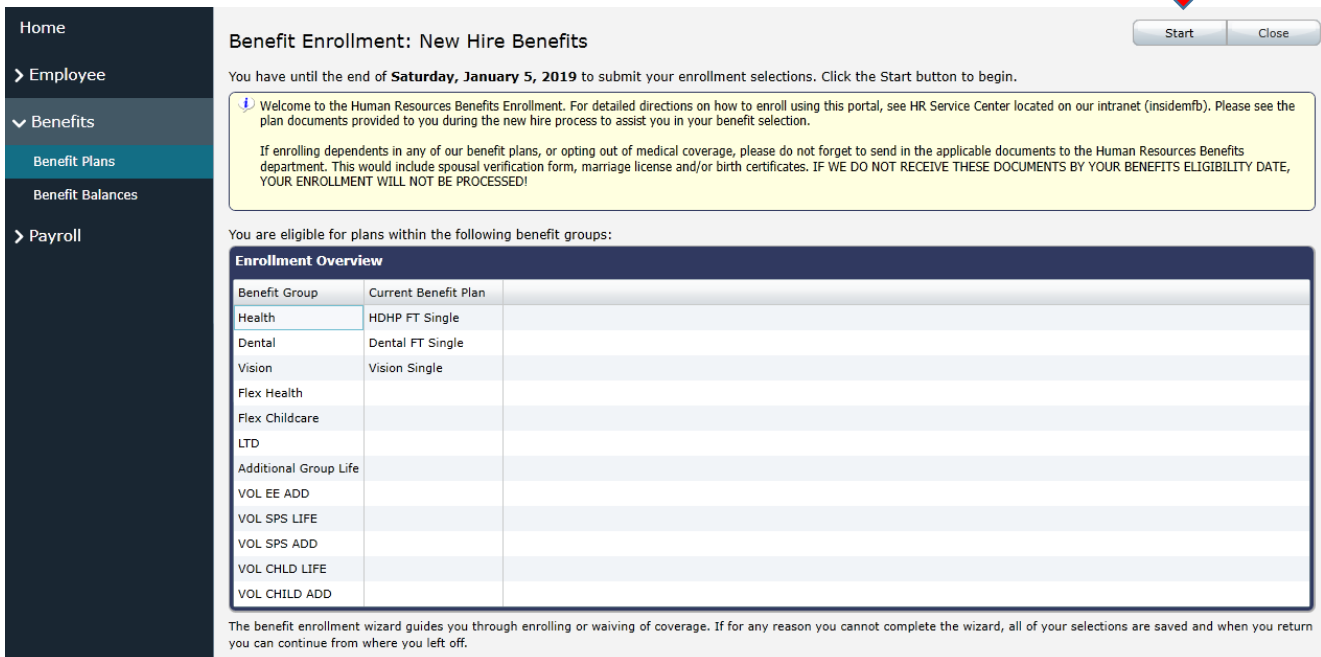
Payroll

Employee Benefit

View Enroll

Benefit Group	Group Begin Date	Benefit Plan	Enrollment Begin Date	Enrollment End Date	Employee Monthly Cost	Plan Information Link
Basic Life		Basic Life	09/15/2018		0.00	Plan Information
ADD		ADD	09/15/2018		0.00	Plan Information
STD		STD	09/15/2018		0.00	Plan Information

7. Next, select the **Start** button in the upper right-hand corner to begin making your benefit elections.



Home

Employee

Benefits

Benefit Plans

Benefit Balances

Payroll

Benefit Enrollment: New Hire Benefits

You have until the end of **Saturday, January 5, 2019** to submit your enrollment selections. Click the Start button to begin.

Welcome to the Human Resources Benefits Enrollment. For detailed directions on how to enroll using this portal, see HR Service Center located on our intranet (insidemfb). Please see the plan documents provided to you during the new hire process to assist you in your benefit selection.

If enrolling dependents in any of our benefit plans, or opting out of medical coverage, please do not forget to send in the applicable documents to the Human Resources Benefits department. This would include spousal verification form, marriage license and/or birth certificates. IF WE DO NOT RECEIVE THESE DOCUMENTS BY YOUR BENEFITS ELIGIBILITY DATE, YOUR ENROLLMENT WILL NOT BE PROCESSED!

You are eligible for plans within the following benefit groups:

Enrollment Overview

Benefit Group	Current Benefit Plan
Health	HDHP FT Single
Dental	Dental FT Single
Vision	Vision Single
Flex Health	
Flex Childcare	
LTD	
Additional Group Life	
VOL EE ADD	
VOL SPS LIFE	
VOL SPS ADD	
VOL CHLD LIFE	
VOL CHILD ADD	

The benefit enrollment wizard guides you through enrolling or waiving of coverage. If for any reason you cannot complete the wizard, all of your selections are saved and when you return you can continue from where you left off.

8. Click on the **radio button** (shown below) to make coverage selections. Once you are happy with the plan selection, click **Next**. Be sure to select the appropriate level of coverage (i.e. if I plan to enroll my spouse and my child, I need the Family coverage).

Benefit Enrollment: New Hire Benefits

Enrollment Tasks

- Health
- Dental
- Vision
- Flex Health
- Flex Childcare
- LTD
- Additional Group Life
- VOL EE ADD
- VOL SPS LIFE
- VOL SPS ADD
- VOL CHLD LIFE
- VOL CHILD ADD

Health

Thank you for choosing to enroll in a medical plan through Mary Free Bed. If you are enrolling a spouse in our plan, please submit the spousal verification form found on your Benefits Website and a copy of your marriage license to Human Resources.

If you are enrolling a dependent under the age of 26 in our medical plan, please submit a copy of each dependent's birth certificate.

If you have decided to enroll in the HDHP, you should open a Health Savings Account through Lake Michigan Credit Union.

☐ Waive Benefit

Pay Period Deduction: \$0.00

☐ HDHP FT Single

Pay Period Deduction: \$0.00

[more...](#)

☐ HDHP FT Spouse

Pay Period Deduction: \$0.00

Minimum Dependents: 1

Maximum Dependents: 1

[more...](#)

STOP! If you have not yet added your dependents, please go back to Step 3 and add them. Once added, you can return to Step 9

9. Once you add all your dependents and click save, you will see a list of all dependents you added to your plan. Make sure to **check the box** next to each dependent to enroll them in the coverage. As you go through each plan (medical, dental, vision), be sure to select this box for each new plan to enroll the appropriate people in each plan. Click **Next** once the appropriate dependents are selected.

<input type="checkbox"/>	New	Dependent	01/01/2004	Daughter	<input checked="" type="checkbox"/>
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- a. Please note that you can cover dependents up to the age of 26 for Medical and Vision, and up to the age of 23 for Dental.

If you are adding dependents, please supply HR with paper copies of the appropriate documentation noted on the front page of this packet.
If you do not turn in this documentation prior to the due date, your enrollment cannot be processed.

10. As you move through the different benefit groups, **repeat** steps for selecting the appropriate dependents for each plan. You may also select **Waive Benefit** to not enroll.

Benefit Enrollment: New Hire Benefits

< Previous Next > Close

Enrollment Tasks

- ✓ Health
- ▶ Dental
- Vision
- Flex Health
- Flex Childcare
- LTD
- Additional Group Life
- VOL EE ADD
- VOL SPS LIFE
- VOL SPS ADD
- VOL CHLD LIFE

Dental

If you are enrolling a spouse in the plan, please submit a copy of your marriage license.

If you are enrolling a dependent under the age of 23, please submit a copy of each dependent's birth certificate.

☒ Waive Benefit

Pay Period Deduction: \$0.00

☐ Dental FT Single

Pay Period Deduction: \$7.44

[more...](#)

☐ Dental FT Spouse

Pay Period Deduction: \$15.13

Minimum Dependents: 1

Maximum Dependents: 1

Spouse required for this plan

11. Please be sure that the correct dependents are selected for each plan. You'll notice the Estimated Deduction is listed. This is the bi-weekly cost you will pay via payroll deduction.

Benefit Enrollment: New Hire Benefits

< Previous Next > Close

Enrollment Tasks

- ✓ Health
- ▶ Dental
- Vision
- Flex Health
- Flex Childcare
- LTD
- Additional Group Life
- VOL EE ADD

Dental

If you are enrolling a spouse in the plan, please submit a copy of your marriage license.

If you are enrolling a dependent under the age of 23, please submit a copy of each dependent's birth certificate.

Required Information

Estimated Deduction: **\$15.13**

Add

Dependents

Last Name	First Name	DOB	Relationship	Dependent
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12. If you are enrolling in a Flexible Spending Health Reimbursement plan, click on the option to enroll*. Then select **Next**.

*If you are electing the HDHP, you cannot also enroll in the FSA Health plan.

Benefit Enrollment: New Hire Benefits

Enrollment Tasks

- ✓ Health
- ✓ Dental
- ✓ Vision
- Flex Health
- Flex Childcare
- LTD
- Additional Group Life
- VOL EE ADD
- VOL SPS LIFE
- VOL SPS ADD

Flex Health

The maximum amount you can choose to enroll in is \$2,6

Prior to the end of the year, you will receive an email from deposit.

☐ Waive Benefit

Pay Period Deduction: \$0.00

☒ Flex Health Care

Pay Period Deduction: \$0.00

Maximum Election Amount: \$2700.00

13. Next, enter the annual election amount. The annual amount you enter here will be deducted between the remaining pay periods in the calendar year. Click on **Next**.

Benefit Enrollment: New Hire Benefits

Enrollment Tasks

- ✓ Health
- ✓ Dental
- ✓ Vision
- Flex Health
- Flex Childcare
- LTD
- Additional Group Life

Flex Health

The maximum amount you can choose to enroll in is \$2,6

Prior to the end of the year, you will receive an email from deposit.

Required Information

Election Amount: 2000.00

Deduction Amount: **\$76.92** Calculate Deduction

Add

Dependents

14. Repeat steps 12-13 if you want to enroll in Flex Childcare (daycare). Then click on **Next**. Within a few weeks of your Flexible Spending enrollment, you will receive an email from Discovery Benefits offering to set up your online account.

Don't Forget! Life Insurance Beneficiaries must be elected via paper form!


- If you are interested in only the basic (free) life insurance*, please fill out a **Life Insurance Beneficiary form** (found in HR or on your benefits website with at least 1 beneficiary and return it to Human Resources by your benefits due date.)


*Life insurance only applicable to employees at 0.75 FTE or above

- Voluntary Life Insurance may be purchased for you, a spouse, and/or children.
 - Any elections above \$150,000 for yourself requires medical underwriting before approved
 - Any elections above \$20,000 for a spouse requires medical underwriting before approved

15. After moving through all enrollments, click on **Next** to get to the summary page. That will show you what elections you've made. Please review the information carefully. When you are done, click **Submit**. You may print a summary for your records.

Benefit Enrollment Summary Print Summary Submit Close

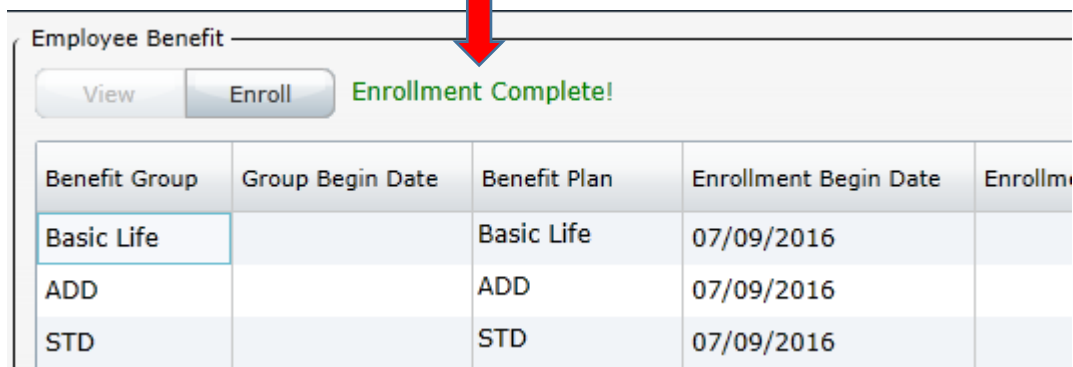
 To complete the enrollment process you must submit your benefit selections.

 Thank you for using the Human Resources Benefits Enrollment. We hope you found this experience a valuable, accessible source of information about Benefits Enrollment. Our goal is to fully communicate the benefit plans and options that supplement cash compensation, providing security for our employees and their families.

Summary of: New Hire Benefits

	Benefit Group	Benefit Plan	Coverage Date	Election Amount	Deduction Amount	Net Change	Submitted
Edit	Health	Current: HDHP FT Single New: HDHP FT Single	1/5/2019	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	No
Edit	Dental	Current: Dental FT Single New: Dental FT Single	1/5/2019	\$193.44 \$193.44	\$7.44 \$7.44	\$0.00	No

16. After selecting Submit, you will see that your enrollment is complete!

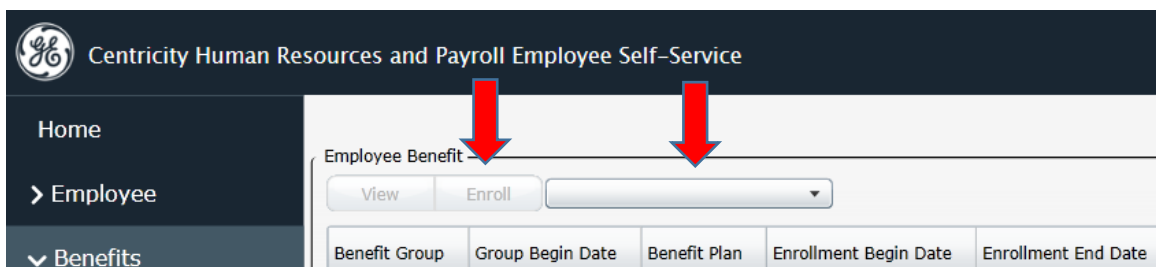


The screenshot shows the 'Employee Benefit' section with a red arrow pointing to the 'Enrollment Complete!' status. Below this is a table with the following data:

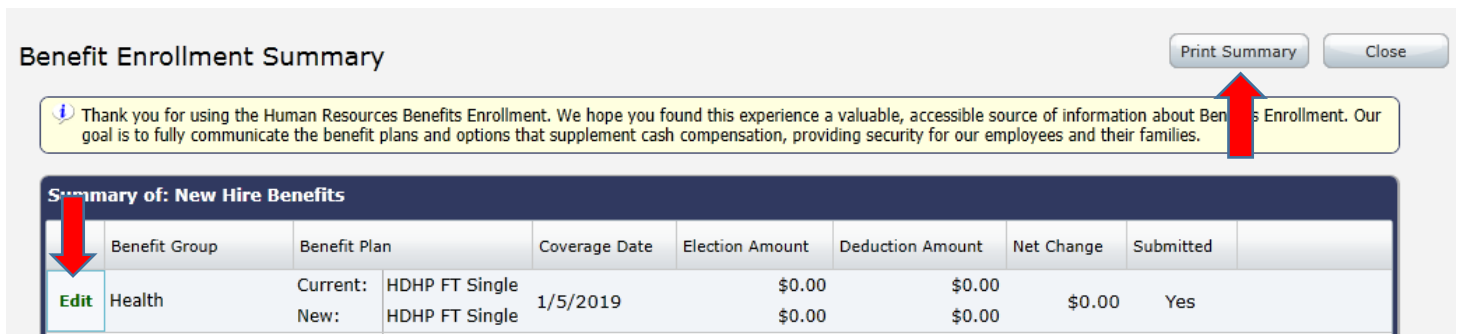
Benefit Group	Group Begin Date	Benefit Plan	Enrollment Begin Date	Enrollment End Date
Basic Life		Basic Life	07/09/2016	
ADD		ADD	07/09/2016	
STD		STD	07/09/2016	

17. If you need to edit any of your elections after submission, select an option from the drop-down menu and click the **Enroll** button. You will be taken to the summary page- from there you can click on **Edit** to make changes to each plan*.

*You can only make changes within your initial 30 day period from your hire/change date. For example, if I was hired on April 12th, I can only enroll and changes until May 12th.



The screenshot shows the 'Centricity Human Resources and Payroll Employee Self-Service' page. A red arrow points to the 'Enroll' button in the 'Employee Benefit' section. The page also shows a sidebar with 'Home', 'Employee', and 'Benefits' options.



The screenshot shows the 'Benefit Enrollment Summary' page. A red arrow points to the 'Edit' button in the 'Summary of: New Hire Benefits' table. The table has the following data:

	Benefit Group	Benefit Plan	Coverage Date	Election Amount	Deduction Amount	Net Change	Submitted
Edit	Health	Current: HDHP FT Single New: HDHP FT Single	1/5/2019	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00	Yes

18. Once you select **Edit**, you will be taken to that plan where you can make the appropriate changes. Once you make the changes you need, click on **Update**. You then will return to the summary page. To save the changes, please click **Submit** again.

Benefit Enrollment: New Hire Benefits

Update < Previous Next > Cancel

Enrollment Tasks

- Health
- ✓ Dental
- ✓ Vision
- ✓ Flex Health
- ✓ Flex Childcare
- ✓ LTD
- ✓ Additional Group Life

Health

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If you are enrolling a dependent under the age of 26 in our medical plan, please submit a copy of each dependent's birth certificate.

If you have decided to enroll in the HDHP, you should open a Health Savings Account through Lake Michigan Credit Union.

Waive Benefit

Pay Period Deduction: \$0.00

If you have questions about online enrollment, please contact Human Resources by calling (616) 840-8358 (x58358) or email Benefits@maryfreebed.com.