

ON-LINE ENROLLMENT SET SEG BENEFITS

You will receive an e-mail from Employee Navigator to enroll in your SET SEG benefits. These benefits include dental and vision insurance. Depending on your employee group you may also be eligible for long-term disability and/or group term life insurance with AD&D.

You will be prompted to enroll in those benefits in which you are eligible.

When you receive the e-mail, you will be instructed to Register. Once you have registered, you will be able to login and elect your benefits. **Reminder this must be completed even if you are not electing dental and/or vision insurance.** Enrollment must be completed within 30 days.

The first few screens review your basic demographic information. Please edit information if necessary.

Personal Information

First Name

Middle Name

Last Name

Suffix

Preferred Name

Sex Male Female

Gender Identity Male Female Non-Binary

Date of Birth

SSN

Tobacco User Yes No


Phone Number

Work Email Address

Personal Email Address

Primary Email Type

Progress: 1 of 10



[View steps >](#)

Address

1101 S Raisinville Rd
Monroe, MI 48161-9047

[Edit](#)

Progress: 1 of 10

[View steps >](#)

[Save & Continue](#)

You will then be asked to enter dependent information. You will be required to provide social security numbers. After you save you will be prompted to add additional dependents as necessary.

Dependent Information

[Add dependent +](#)

No dependents were found.

Progress: 2 of 10

[View steps >](#)

[Save & Continue](#)

Edit Dependent

First Name

Middle Name

Last Name

Suffix

Relationship

Sex Male Female

Date of Birth

Age

SSN

Fulltime College Student Yes No

Disabled

Tobacco User Yes No

Address

[Save](#) [Cancel](#)

The next screen will ask if you want to enroll in dental benefits. If you are electing to enroll dependents, be sure to select the radio button next to their name. If you do not want to enroll a dependent, simply do not select the radio button. You can enroll only certain dependents and not others. E.g. if you want to enroll your spouse in vision but not dental, do not select them here, select them on the vision screen.

The screenshot shows a web interface for dental enrollment. It is divided into several sections:

- Dental:** A header section with a description: "Dental insurance is a form of health insurance designed to protect you from paying the full cost of routine or emergency dental care. Select a plan below to safeguard your financial security in the event you need to seek oral care." A blue arrow points from this text to the "Who am I enrolling?" section.
- Progress: 3 of 10:** A progress indicator with a green bar and a "View steps >" link.
- Who am I enrolling?:** A section with two radio buttons: "Myself" (selected) and "Example Test (Spouse)".
- Which plan do I want?:** A section showing a plan card for "2023 ADN Dental SF". The card includes a tooth icon, a cost of "\$0.00" (Cost per pay period), and an effective date of "06/01/23" for "Employee". There are "Compare", "Details", and "Select" buttons on the card.
- My Selections:** A section showing "Current: No election yet".
- Helpful Resources:** A section with three links: "5/1/2023 - ADN Dental 100% Incentive", "5/1/2023 - ADN Dental 80% Incentive", and "5/1/2023 - ADN Dental 90% Incentive".
- Buttons:** At the bottom, there are two buttons: "Save & Continue" (green) and "Don't want this benefit?" (dark blue). A blue arrow points from the "Save & Continue" button to the right, and another blue arrow points from the "Don't want this benefit?" button to the left.

You may enroll dependents only if you are enrolling yourself.

If you do not want to enroll yourself, select the 'Don't want this benefit' button.

Once you have made your election, select the 'Save & Continue' button.

The same is true for the next screen, Vision.


Vision

Vision insurance is commonly designed as a health and wellness plan to help reduce costs for preventative and prescription eye care. Select a plan below to safeguard your financial security and start benefiting from discounts on eye care and eyewear services.

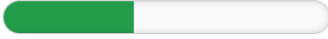
Who am I enrolling?

Myself
 Example Test (Spouse)

Which plan do I want?

	2023 ADN Vision SF	
	\$0.00	Effective on 06/01/23
	Cost per pay period	Employee
Compare	Details	Select

Progress: 4 of 10

 [View steps >](#)

My Selections

Current:
No election yet

Helpful Resources

[ADN Vision Benefits at a Glance](#)

[Save & Continue](#)

[Don't want this benefit?](#)

If applicable, the following screen will notify you of your Group Term Life Insurance. This coverage and the amount are dependent on your employee group. The only thing necessary to do is select 'Save & Continue'.

Group Life

Monroe County ISD provides a Group Life Insurance Benefit. This benefit is provided at no cost to the employee. Below is the summary for our 2023 Group Life.

Progress: 5 of 10

[View steps >](#)

Select your benefit

Myself

Effective Date	06/01/2023
Requested benefit	\$10,000
Requested per pay cost	\$0
Guaranteed Issue	\$10,000

My Selections

Current:
No election yet

[Save & Continue](#)

Beneficiaries Form

[Claims Summary Report](#)

For: 2023 Group Life

A beneficiary is the recipient of financial benefit from an insurance policy in the event the insured passes away. Beneficiaries are categorized as primary and contingent. If a primary beneficiary cannot receive the benefit after an insured passes away because the primary beneficiary is deceased, the rights are passed to the contingent beneficiary. The benefit payout can be divided between multiple persons or entities so long as the total sum of shares is equal to 100% for each primary and contingent beneficiary sets.

Some states dictate if the insured is married, the spouse is the primary beneficiary. If a married individual designates a non-spouse as the primary beneficiary, the requirements of the state will be reviewed prior to claim payment.

Progress: 6 of 10

[View steps >](#)

Primary Beneficiaries

[Add a beneficiary +](#)


You are required to enter a primary beneficiary.

Contingent Beneficiaries

[Add a beneficiary +](#)

If you are offered Group Term Life Insurance, you must elect/add a beneficiary.

The following screen is confirmation that you will also be receiving the Accidental Death & Dismemberment benefit. Select 'Save & Continue'.

AD&D Monroe County ISD provides a Group Accidental Death & Dismemberment Insurance Benefit. This benefit is provided at no cost to the employee. Below is the summary for our 2023 Group AD&D.	Progress: 6 of 10  View steps >
Review Your Benefit Plan: Reliance Matrix 2023 Group AD&D Your insurance amount: \$10,000.00 Effective on: 06/01/2023	My Selections Current: No election yet
Your cost per pay period: \$0	
backdate the election?	
Save & Continue	

At this point, you are allowed to purchase Voluntary Life insurance at a guaranteed issue amount of \$100,000 for yourself (if you are under the age of 60) and/or \$30,000 for a spouse (under the age of 60). The guaranteed issue means you do not have to provide Evidence of Insurability. If you request an amount greater than these, you will have to provide Evidence of Insurability. If you do not want this benefit, select 'Don't want this benefit'.

Voluntary Life

Monroe County ISD offers additional Reliance Voluntary Life Insurance allows you to elect an amount of additional life coverage in increments of \$10,000 up to a maximum amount of \$500,000 for Employee and Spouse.

Guarantee Issue Maximum:

Employee- \$100,000 for employees under the age of 60; for employees age 60-69 the GI is \$10,000

Spouse - \$30,000 for Spouses under age 60; there is no GI for Spouses age 60 and older

NOTE: If you apply for anything over the Guarantee Issue Maximum, you must fill out the attached Reliance Evidence of Insurability form.

Employees do NOT need to elect an amount in order for the spouse to be enrolled. If only spouse coverage is desired, please enter \$0.00 for the employee election and select a beneficiary even though there is no coverage.

Progress: 7 of 10



[View steps >](#)

My Selections

Current:

No election yet

HR Sign Date - 05/05/23

HR Must sign on employee's behalf

05/05/23



Sign

Select your benefit

Buy Guaranteed Issue

Buy Maximum Amount

Myself

\$0



Slide to select →

Effective Date	06/01/2023
Requested benefit	\$0
Requested per pay cost	\$0
Guaranteed Issue ⓘ	\$100,000

Save & Continue

Don't want this benefit?

The same is true on the next page, Voluntary Accidental Death and Dismemberment (AD&D).

Voluntary AD&D


Monroe County ISD offers additional Reliance Voluntary AD&D Insurance allows you to elect an amount of additional life coverage in increments of \$10,000 up to a maximum amount of \$500,000 for Employee and Spouse. The Dependent maximum is \$100,000.

Amounts exceeding \$150,000 are subject to 10x annual salary and cannot exceed \$500,000 for either employee or spouse.

For dependent to have coverage the employee or spouse must enroll.

Age Reductions:
Employee & Spouse 50% at age 75 and 25% at age 80
Dependents term at age 25

Progress: 8 of 10




[View steps >](#)

My Selections

Current:
No election yet

HR Sign Date - 05/05/23


HR Must sign on employee's behalf



Select your benefit

Myself

\$0



Slide to select →

If you don't want this, select 'Don't want this benefit'.

When you come to the end of your enrollment, you will have an Enrollment Summary page. You are required to 'Click to Sign'.

The screenshot shows a web interface for an enrollment summary. At the top right, there is a navigation bar with links: '← Test Example', 'Home', 'Profile', 'Benefits', and 'Required 1'. The main content area is titled 'Enrollment Summary' and includes a 'Print' button. Below the title, there is a paragraph explaining the summary and a note to contact HR for questions. A yellow-bordered box contains a warning icon and the text 'Signature required' followed by 'You've elected all your benefits, but we still require a signature before advancing.' Below this, there is a section titled 'Please review the acknowledgment below.' which includes a statement of agreement and a list of conditions. Further down, there is a paragraph about the irrevocability of elections and a list of qualifying events. At the bottom of the main content area, there is a yellow-bordered box with a warning icon and the text 'Sign to complete enrollment', and a green 'Click to Sign' button. A blue arrow points from the text above to this button. To the right of the main content area, there is a 'Progress: 9 of 10' indicator with a green progress bar and a 'View steps >' link.

Be sure to review the bottom of the page that details your coverage.

Enrolled Plans

Dental



2023 ADN Dental SF

Coverage: Employee

Cost Per Pay: \$0

Effective: 06/01/2023

Collapse ▾

Vision



2023 ADN Vision SF

Coverage: Employee

Cost Per Pay: \$0

Effective: 06/01/2023

Collapse ▾

Group Life



2023 Group Life

Coverage: Employee

Cost Per Pay: \$0

Effective: 06/01/2023

Benefit: \$10,000

Collapse ▾

AD&D



2023 Group AD&D

Coverage: Employee

Cost Per Pay: \$0

Effective: 06/01/2023

Benefit: \$10,000

Collapse ▾

Total Cost Per Pay Period

\$0

Dependents

Example Test (spouse)

Plans:

not enrolled in any benefits

Declined Coverage

Plan Type	Plan Name	Reason
Voluntary Life		Not Interested
Voluntary AD&D		Not Interested