

Henry Ford Allegiance Health Online Enrollment Guide

What do you need to enroll online?

- Your Benefit Choices
- Dependents Social Security Numbers and Dates of Birth
- Your Choice of Beneficiaries

System Tips

- Turn off your Pop-up Blocker
- The system is fully compatible with all of the major internet browsers: Internet Explorer (Versions 8 – 11), Google Chrome, Mozilla Firefox, and Safari (Apple pc/mobile devices)
 - Enrollment on mobile devices (smartphone/tablet) is fully supported as well
- Use the Blue Navigation arrows at the top of each screen instead of the browser back arrows
- Follow the prompts through the enrollment process to make your benefit elections
- Before you click “SAVE elections” on the Summary screen, please review your benefit elections for accuracy
- Print your confirmation statement for your records.



**HENRY FORD
ALLEGIANCE HEALTH**

If logging in from work, you may access self service via the IDA homepage:

Allegiance HEALTH

Ida Clinician Resources Physician Portal Send a Page Kronos Phone Book MSDS Online Commons Ca

Navigation
Critical Pathway / Physician Orders
Departments
Education (AHU)
Allegiance Excellence
Nursing
Forms
Its Your Life
Newsletters
Compliance & Privacy
Quality & Safety
Policies / Procedures
Committees

Links
▪ [Action O-I](#)
▪ [Aqility Health RPM](#)
▪ [AllegianceHealth.org](#)
▪ [Allegiance Self-Service](#)
▪ [Aperek \(ProClick\)](#)

This Week at Allegiance Health . . .

- **Wednesday, September 23: CME Opportunity, Risk Management and Patient Safety: Maximizing Outcomes. The seminar takes place at the** Anderson Building Auditorium. Registration and breakfast, 7:30 a.m., presentation, 8 a.m. – Noon. Physicians, RNs and other Allegiance Health Care professionals, please register on NetLearning; search using “CME.” Those without NetLearning access, please contact Debra Belden at 841-6903, or Debra.Belden@AllegianceHealth.org.
- **Thursday, September 24: Free Presentation for Women, Beyond Urinary Incontinence**, presented by Tony Pinson, MD, 6 p.m., at the Ella Sharp Museum. Seating is limited, and registration is required; call (888) 335-7241 or visit AllegianceHealth.org/Events.
- **Friday, September 25: Second Annual Jackson Trauma Symposium**, sponsored by the Allegiance Trauma program, takes place from **8 a.m. – 3 p.m.** at the **Anderson Building Auditorium**. To register, and to find information on the speakers and their topics, [click here](#).

Parking Deck Repairs

In order to keep the Visitor Parking Deck structurally safe and sound, the Construction crew will be doing routine maintenance, including surface work and re-striping. To accommodate repairs, the following closures will take place:

Sunday, September 20 at 6 p.m. – Monday, September 28: Level 2-A to the top will be closed.
Thursday, September 24 – Monday, September 28 at 6 a.m. – The entire Parking Deck will be closed.

If logging in from home, you may access your benefits via www.allegianceselfservice.org. Note: Username and Password are required to access benefits.

Allegiance HEALTH **Allegiance HOSPICE** **CareLink of Jackson**
A community-owned specialty hospital

Username:
Type the first letter of your first name, your full last name, your two-digit birth month, and then your two-digit birth day. **Example:** Cindy Smith, born on April 25, the User Name would be: csmith0425

Forgot your password:
Click the "forgot your password" link below the login, this will allow you to reset and create a new password.

For first time users:
Default password: For Cindy Smith, use the first initial of your last name (must be capitalized) then last four digits of Social Security Number 123-45-6789, your year of birth 1989.
Default password would be: **S67891989**

After you log in, you will be asked to create a new password and establish three security questions and answers (which you'll need to reset your password).

For Assistance:
Email HRIS@AllegianceHealth.org or * HRIS (If using organizational outlook email)

Log In

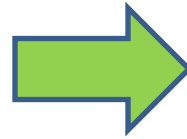
User Name

Password

[Forgot your password?](#)

Log In

POWERED BY **UltPro**



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Inbox **Myself** My HR Staff Admin Reporting HRIS Reporting Benefits Admin System Configuration

Payroll Information
Personal Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Private Info

2014 IRS:
Jobs Job Summary Compensation Job History Reviews Other Company Info

Allegiance
Allegiance Health has partnerships within the community to provide you discounts on Automotive service, Mobile plans, Entertainment and Home Improvement services. Click **Allegiance Perks** to view available discounts. Additional information is available below within five stars. Call the

Benefits
My Benefits PTO Plans Circle Of Strength Training Class History Life Events Life Events Documents Employee Documents

Human Resources
Guideline: **Restitution of War Recovery of War**
April 15, 2014
Human Resources members are paid PTO accrual. This
Manager's To
Manager's T Attention Alleg
Please click on Toolbox 2.0" to Are you having content?

Benefit Information
Benefit Information:
Benefits Guide: [2015 Benefit Guide](#)
QDIA Notice for Allegiance Health Retirement Savings Plan: [QDIA Notice](#)
Health Plan Summary of Benefits and Coverage: [Health Plan Summary](#)



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Inbox **Myself** My HR Staff Admin Reporting HRIS Reporting Benefits Admin System Configuration Find...

Personal Jobs Career & Education Pay **Benefits** Circle Of Strength Training Life Events Documents

My Benefits | PTO Plans |

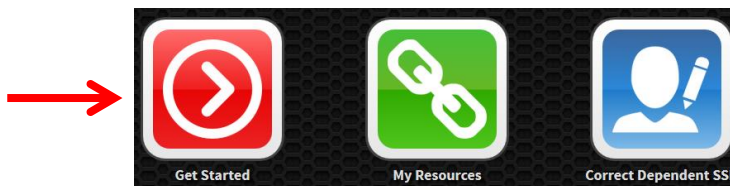
[Welcome to the Allegiance Health Benefits Portal!](#)

By clicking on the link above, you will be directed to our powerful benefits portal that has three areas packed with information:

- **HR InTouch** – This is your landing page. It contains interactive tools and videos to help you learn more about the benefits that Allegiance Health provides and other topics of interest. The tabs at the top and the left hand side help you drill down to specific benefits that you would like more information on while the Quick Links section takes you directly to the provider website.
- **Benefits Enrollment** – Accessed by clicking on the green "Enroll Now!" button. As a new staff member, current staff member who recently experienced a change in status, or a staff member who has experienced a qualifying event, you would click on this button to enroll in your benefits or make allowable changes based on the event you have experienced.
- **View Your Benefits** - Accessed by clicking on the green "Enroll Now!" button. Current staff members can review their current benefit elections, view/print either a detailed or summary report of your benefits, or view/print your beneficiary form.

Welcome Screen

- To start the enrollment process, click on “Get Started”. Note: You will need to read and review the “Legal Authorization page that pops up after clicking Get Started” in order to enter the site.



- Please note - A status bar will appear in the center of each screen which will let you know how much of the enrollment process you have completed.
- The Welcome screen will display a “Hints” section which will provide you with instructions on how to navigate through the BenXpress system.
- The Welcome screen will also provide you with important notices for using the system. Please be sure to read through all sections on the page to ensure you do not overlook pertinent information.
- Once you have read through all sections on the page, click on the “Next” arrow in the bottom right corner to proceed to next page.



11% COMPLETE

- To start your enrollment, click on the > arrow above.
- Use the navigational arrows < and > to go to the previous or next step respectively.
- The enrollment wizard will guide you through the enrollment process.
- In each step of the enrollment process, you may be asked to provide and/or review some information.
- To ensure that any changes you make get recorded correctly, please do not use your browser's navigational buttons (Back, Forward or Refresh).

Welcome to your employee benefits web site. This site provides you with the necessary tools to understand and manage your employer sponsored benefits.

Important!
⚠ In the event of discrepancies between insurance company records and this enrollment system, the insurance company records will dictate benefits, eligibility dates and claim payments.

Important!
⚠ You must complete the enrollment process and click the Save button for your elections to be saved. If you logout without saving, your elections will not be finalized and you will not be enrolled.

Personal Information Screen

- Review your personal information.
- If any of your personal information is incorrect, please update your information using the Allegiance Health Self-Service portal.
- If all of the information is correct, click on the “Next” arrow.

8% COMPLETE

Previous
Welcome

Next
Dependents

Personal Information

Hints

Please review the information below for accuracy. If any updates are required, you must make the change in Self Service.

Last Name	Doe
First Name	John
Middle Name	
Address 1	1234 Street
Address 2	
City	Hometown
State	Michigan
Zip Code	48027

Dependent Information Screen

- Click on “Add New Dependents” to enter dependents into the system.

PLEASE NOTE: You must add a Spouse and/or Dependent(s) on this screen in order to cover them under any benefits in future screens.

- If you have a spouse/dependent(s) to be added, enter all of the fields marked with an asterisk (*) as they are a required field.
- Continue clicking on “Add New Dependent” until your spouse/dependent(s) have been added and appear under the “My Dependents” section.
- Once spouse/dependent(s) have been successfully added, click on the “Next” Arrow.

The screenshot displays the 'Dependent Information' screen. At the top, there are two navigation buttons: 'Previous Personal Information' on the left and 'Next Enrollment Introduction' on the right. The main heading is 'Dependent Information'. Below this is a green-bordered warning box with an information icon and the text 'Please review your dependents below for accuracy.' Underneath is the 'My Dependents' section with an 'Add New Dependent' button. The 'Add New Dependent' form contains the following fields:

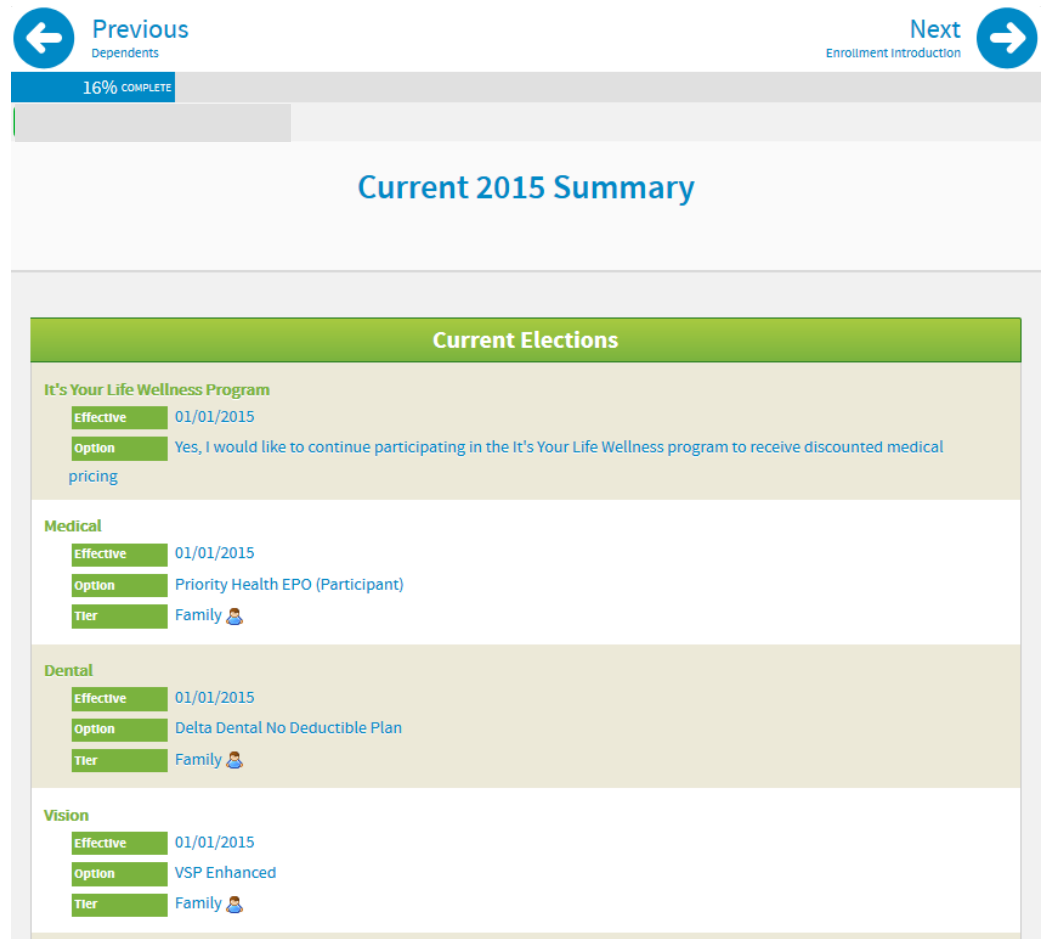
SSN *	<input type="text"/>
<small>SSN Format 999-99-9999</small>	
Last Name *	<input type="text"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Date of Birth *	<input type="text"/>
<small>Date Format MM/DD/YYYY</small>	
Gender *	<input type="text" value="Please Select..."/>
Relationship *	<input type="text" value="Please Select..."/>
Fulltime Student	<input type="radio"/> Yes <input checked="" type="radio"/> No
Disabled	<input type="radio"/> Yes <input checked="" type="radio"/> No

At the bottom of the form are two buttons: 'Add' (green) and 'Cancel' (red).

Current 2015 Summary

- Review your current 2015 elections

Note: Your current election will be displayed on each benefit screen through the enrollment process.



← Previous
Dependents

Next →
Enrollment Introduction

16% COMPLETE

Current 2015 Summary

Current Elections

It's Your Life Wellness Program

Effective 01/01/2015

Option Yes, I would like to continue participating in the It's Your Life Wellness program to receive discounted medical pricing

Medical

Effective 01/01/2015

Option Priority Health EPO (Participant)

Tier Family

Dental

Effective 01/01/2015

Option Delta Dental No Deductible Plan

Tier Family

Vision

Effective 01/01/2015

Option VSP Enhanced

Tier Family

Enrollment Screen

- Review the information provided on the “2016 Enrollment” screen.
- Click on the “Next” arrow to continue to next page.

← Previous
Benefit Summary

It's Your Life Wellness Program → Next

20% COMPLETE

2016 Enrollment

Your Resources ▾

Allegiance Health offers a rich and diverse benefits program with a wide selection of options to protect yourself and your family's well-being. We are committed to offering competitive, affordable benefits to help you and your family stay healthy and protect your financial security. The information provided in this guide serves as a general source of information and will help you understand the Allegiance Health Benefits Program for the plan year January 1 to December 31, 2016. Please read this guide carefully so you can choose the most appropriate combination of benefit options for you.

For questions regarding your benefit coverage, please contact the Human Resources Benefit Team at (517) 788-4800, ext. 5955 or email Benefits@AllegianceHealth.org.

It's Your Life Wellness Program Screen

- Review the “It’s Your Life Wellness Program” Screen.
- Click on the “Next” arrow to continue to next page.

← Previous
Enrollment introduction

24% COMPLETE

* EZ Enroll (Off)

It's Your Life Wellness Program

Effective: 01/01/2016

It's Your Life is an inspiring program to help you better manage your health and wellness by providing resources and tools for becoming and staying healthy. Staff are strongly encouraged to participate in the program and utilize the tools to become a healthier workforce!

	Wellness Participant	Non-Wellness
Single	\$45.59	\$106.37
EE + Child(ren)	\$86.61	\$147.40
EE + Spouse	\$104.85	\$244.65
Family	\$145.88	\$285.67

Next
Medical →

It's Your Life Coaching Opportunities Pop-Up

- Review the “It’s Your Life Wellness Program” Coaching Opportunities Pop-Up.
- Click on the “Next” arrow to continue to next page.

Coaching Opportunities

2016 It's Your Life Program Requirements

- Complete FULL enrollment by **October 16, 2015** - if you do not enroll in IYL by the deadline, you will not be eligible for the IYL discount plan rate for 2016.
- Complete 3 coaching sessions and preventative services during 2016 before the deadlines - noncompliance with any deadline could result in loss of the IYL discount plan rate.

LYL Compliance Timeline and Rate Adjustments

	First Quarter	Second Quarter	Third Quarter
Coaching Date	January 1 - March 31	April 1 - June 30	July 1 - September 30
Appeal Window	April 1 - April 30	July 1 - July 30	October 1 - October 30
Rate Adjusted to Standard Plan*	May 8 - July 2	August 14 - October 1	October 23 - December 17

*If you do not apply for and receive approval through the IYL Appeal process, your medical premium rate will change to the Standard Plan rate during applicable dates.

Ok

Election Screens

- Plan options and pricing are broken down by:
 - Options available
 - Tier of coverage
- Current 2015 elections are displayed in the blue box.
- Select if you intend to participate and complete all of your enrollment and coaching requirements or not.
- Check the box(es) of the spouse and/or dependents that you wish to cover under the plan.
 - Once the dependents to cover are selected, the appropriate tier radio dial will be available for each plan option.
- Select the tier of coverage option in which you wish to enroll in, or select “Waive Coverage” if you do not wish to enroll in this benefit.
- Once you have made your selection, click on the “Next” arrow in the top right corner of the screen.
- Continue this process for each benefit that is presented to you through the enrollment system. Some benefits may have additional pop-ups with instructions along the way.

Previous Next

25% Dental

Medical

Effective: 01/01/2016

[Edit Dependents](#) [Your Resources](#)

The Health Plan offered by Allegiance Health is an Exclusive Provider Organization (EPO) design. The Plan consists of the Priority Health EPO Network and Sparrow Physician Health Network (SPHN) of providers and also includes a discounted Tier of coverage for services that are provided and received at Allegiance Health.

There is no coverage available outside of these two health plan networks except for emergency care, urgent care or when services are not available within either the Tier I or Tier II network. You are required to obtain prior authorization for services received outside of the networks in order to have those services covered by the plan.

Priority Health administers the Health Plan on behalf of Allegiance Health.

*** Current Coverage:**
 Effective : 01/01/2015 to 12/31/2015
 Option : Priority Health EPO (Participant)
 Tier : Family

Please select your FYL Wellness Program intentions:

I intend to participate and complete all of my enrollment, coaching and prevention requirements for the 2016 plan year.

I intend to opt-out of the FYL program and understand that my rates will be adjusted accordingly to the standard plan rates.

Notice to Allegiance Staff members who cover a spouse under the Health Plan: In order to maintain your compliant status and continue to receive the discounted medical rates, your spouse **MUST** also complete the enrollment, coaching and prevention requirements. This is also applicable to staff who add their spouses during the plan year due to a qualifying event.

Dependents [Edit Dependents](#)

Please select your coverage option below and select the dependents you wish to cover. To add new dependents or modify existing dependent information, click on the [Edit Dependents](#) button.

Priority Health EPO		Per Pay Employer Cost	Per Pay Pricetag
Tier			
<input checked="" type="radio"/> Single			
<input type="radio"/> EE - Child(ren)			
<input type="radio"/> EE - Spouse			
<input type="radio"/> Family			

Enrollment Preview Screens

- At the Summary screen, you will need to review all of the elections you made and confirm their accuracy.
- The dependent(s) you entered and the core benefits that they are enrolled/not enrolled in are shown by:

Green check mark indicating that they are enrolled in that benefit

Red no symbol indicating that they are not enrolled in that benefit

- If you need to change the election you made for a benefit, click on the benefit name (medical, dental vision, etc.) and you will be taken back to the corresponding benefit screen. From there you will make your new election and click on the “Save” button in the top right corner. You will then be brought back to this preview screen.
- Once you have reviewed this screen and have confirmed that all of the benefit elections are accurate, click on the “SAVE Elections” icon in the top right corner.

***** PLEASE NOTE *****

If you do not click on the SAVE Elections Icon, your elections will not be saved and you will not be enrolled in the benefits that you elected.

Previous Individual Short Term Disability

SAVE Elections

96% COMPLETE

2016 Enrollment Preview

HINTS

Important!

Please review your elections below for accuracy.

You may change your election by clicking on the name of the benefit below.

To finalize your changes and view a new confirmation statement, you must click on the **SAVE Elections** icon.

Dependent Coverages*	Medical	Dental	Vision
Jimmy Doe (Child)	→ ✓	✓	✓
Jane Doe (Child)	→ ✗	✓	✓

* To add/change dependent coverage, click on the name of the benefit below.

New Elections Summary

Medical ←

Effective: 01/01/2016 Per Pay

Option: Priority Health EPO (Screening Participant)

Tier: EE + Child(ren)

Dental

Effective: 01/01/2016 Per Pay

Option: Delta Dental Max Partutilia Plan

Summary Screen

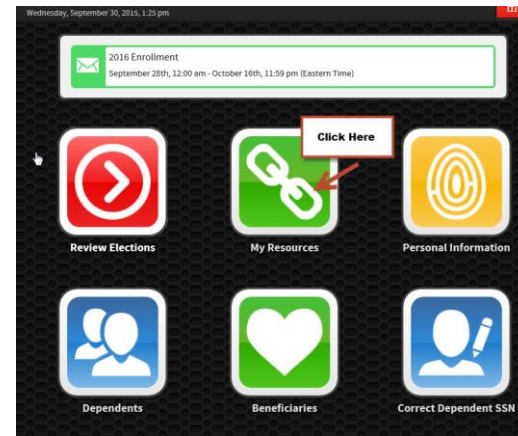
- Once you have reached the Summary screen, you will have two types of documents to print out:
 - Any follow up documents that must be completed and returned to Human Resources. (Evidence of Insurability Forms, Waiver Forms, Affidavits, etc.)
 - Your Confirmation Statement with a breakdown of all of the benefits that you enrolled in
- Click on “Logout” to end your enrollment session.

The screenshot displays the 'Summary' page. At the top right, there is a 'Totals Per Pay:' field. A red-bordered box highlights an 'Important!' message: 'You have completed your enrollment process.' Below this, a blue-bordered box titled 'Outstanding Documents For 2014' contains a message about the 'Spousal Certification Acknowledgement Form' and a link to 'Click Here to get your form.' Another blue-bordered box titled 'Confirmation Statements' contains a message about the '2014 Confirmation Statement' and a link to 'Click Here to download and save or print a copy of your confirmation statement.' At the bottom, there are 'Home' and 'Logout' links. Red arrows from the text on the left point to the 'Click Here to get your form.' link, the 'Click Here to download and save or print a copy of your confirmation statement.' link, and the 'Logout' link.



Evidence of Insurability (EOI)

- To obtain the Evidence of Insurability form, visit the home page of BenXpress.
- Click on the “My Resources” tile
- You will be taken to the resources section. At the top of the screen, the link to the electronic EOI form will be provided.
- You will be taken to the Unum site to complete the EOI form



You are completing the evidence of insurability portion of your application

Help

Getting Started

For each family member required to complete this evidence of insurability application you will need name, birth date, and a detailed description of any medical treatment including:

- Dates
- Duration
- Treatment received and date of recovery
- Names and addresses of physicians and hospitals

This web-based form is for use by applicants eligible for coverage under contracts underwritten by Unum Life Insurance Company of America or First Unum Life Insurance Company.

Completion of this form does not guarantee approval of coverage requiring Evidence of Insurability.

Are you a U.S. resident?[*]

Yes No

Answer Question

Click Here

START

Questions? Contact your HR Representative if you need help with this form.
Move your mouse over underlined text to display additional Help. Additional help can be found behind the Help icon at the top of the page.
This form is available in PDF format and requires Adobe Reader 4.05 or higher.

ADOBE READER

This screenshot shows the 'Getting Started' section of the EOI form. It includes instructions for completing the form, a list of required information, and a question about U.S. residency. There are two red boxes: one around the 'Answer Question' link and another around the 'Click Here' callout with an arrow pointing to the 'START' button.