EMPYREAN

My Benesch Benefits System Guide

This guide explains our online benefits enrollment tool. Use it to reference key steps that maximize and lock in your benefits.

My Benesch Benefits System Guide – Table of Contents

Accessing the My Benesch Benefits System

SSO Access on BeneschConnect

From **BeneschConnect** under **Popular Links**, click on **My Benesch Benefits System**. You will be directed to the site and will not have to login or register.

Mobile App Access

1. Download and visit the mobile app **EmpyreanGo** to create your **User ID** and **password**.
2. Click on **Register**.
3. Enter your:
   - First, Last Name (as filed with employer);
   - Date of Birth;
   - Social Security Number/Employee ID.
4. Click **Next**.
5. Add a new **User ID** (e.g. work email address).
6. Create a new password with at least:
   - Eight characters;
   - One letter;
   - One number;
   - One symbol (i.e., * & + # $).
7. Set a security question and answer (at least six characters).
8. Click **Next**.
9. Read the Terms of Use Agreement. To continue enrolling, click **I Agree** at the bottom of the page.

You only register once on a mobile device. Return and log in with your User ID and password. The Empyrean system recognizes you.

10. Provide the following information for eligible dependents and beneficiaries:
    - Full names;
    - Dates of birth;
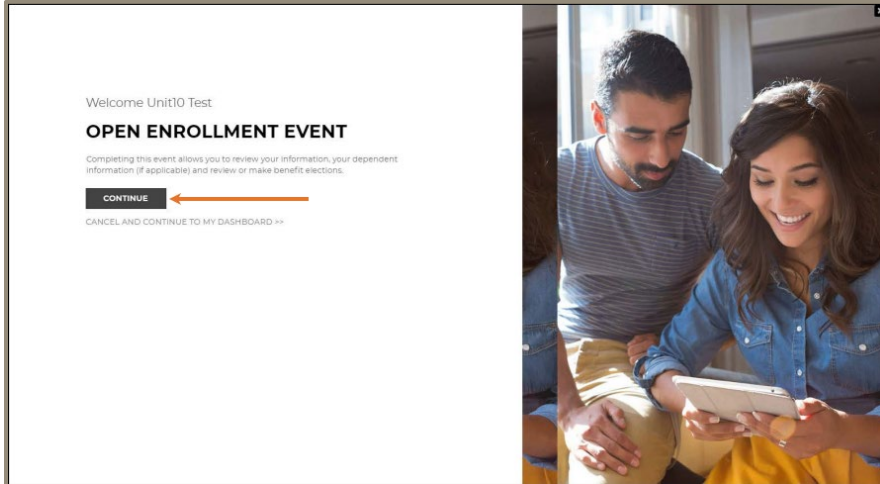   - Social Security Numbers.

Your Plan may require you to provide documents to verify your dependents before they can be covered.

Benesch

Launch Your Enrollment

1. Log into the **My Benesch Benefits System** via BeneshConnect or the Empyrean mobile app.
2. From the **Pending Event** screen, click **CONTINUE**.

My Information

You will begin on the **My Information** step of the enrollment flow. Follow the prompts in each step. An indicator shows your progress per step.

Personal Information

1. Review your information.
2. Make changes to your information in ADP if needed. You are not able to edit your information directly in this system.
3. When finished, click **I'M DONE REVIEWING MY INFORMATION**.
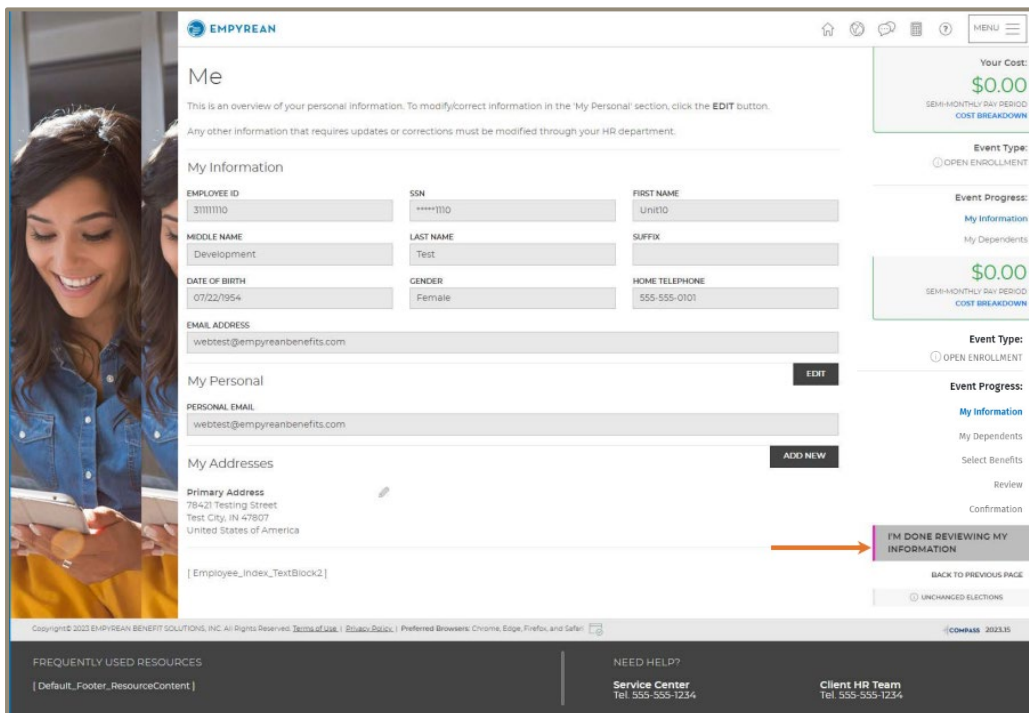
Your progress is saved when you click to continue to the next screen in the flow. You can log in later to finish your enrollment.

My Dependents Step

To add a spouse and/or child(ren):

1. Click **ADD NEW**.
2. Click the **pencil icon** to make changes.
3. When finished, click **I'M DONE WITH DEPENDENTS**.
4. In cases of divorced or deceased family members, on the Edit page, click the **Relationship** dropdown to change the status (e.g. ex-spouse, deceased spouse, deceased child).
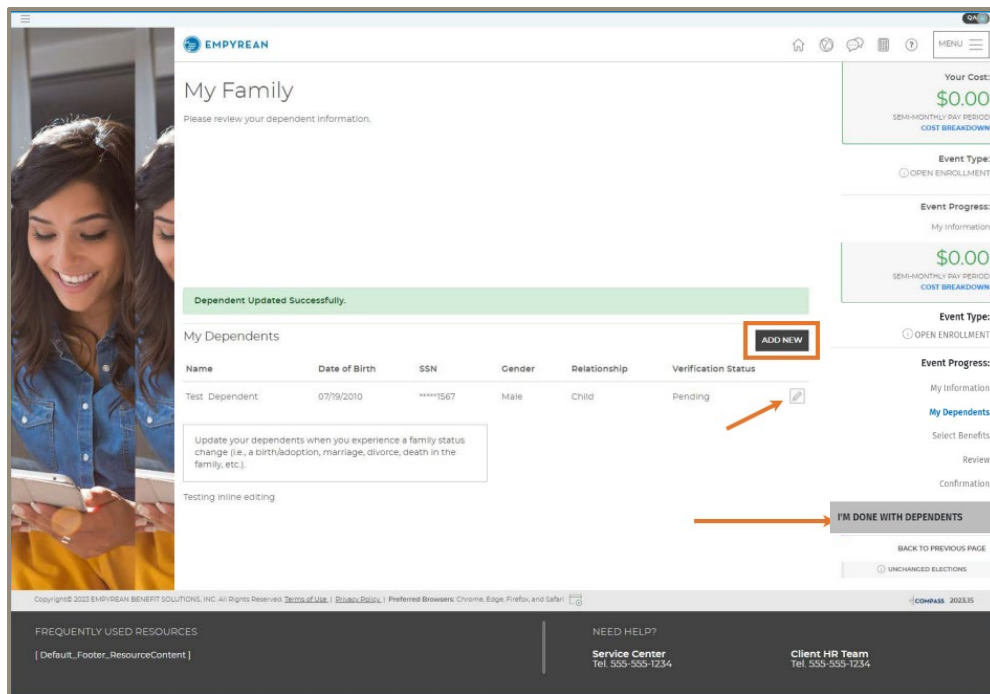
*If proof of a dependent's relationship to you is required, **PENDING** appears in the **Verification Status** column. You will be asked to upload that documentation at the end of the process on the **Event Review** step.*

*A previously eligible dependent may not appear here (for example, if they aged out). Otherwise, to add a dependent, click **ADD NEW** and revisit My Dependents in this guide.*

Select Benefits Step

1. Click the **CHANGE** button. The plan you selected appears showing the cost per pay period for your coverage level (per dependents covered).
2. Review your selection. If it impacts other benefits, an alert (in the shaded box) will explain.
3. Click **VIEW COST BREAKDOWN**, if available, to see cost details.
4. When finished, click **SAVE MY ELECTION**.

Review and select your plan

COMPARE

Your Current Benefit Plan: Health Care Savings Medical Plan, Employee Only

CURRENT

Anthem.

Health Care Savings Medical Plan

Annual Deductible	Out-Of-Pocket Max
$3,300.00	$4,000.00

Plan Details

TIER: EMPLOYEE ONLY

$126.82
Semi-Monthly

Your Selection

Anthem.

PPO Medical Plan

Annual Deductible	Out-Of-Pocket Max
$750.00	$3,000.00

Plan Details

TIER: EMPLOYEE ONLY

$227.33
Semi-Monthly

Select

Decline Coverage Select This Plan To Waive Coverage.

Select

COMPARE PLANS

For a side-by-side comparison, select at least two plans, and then click the **COMPARE PLANS** button. If you are having trouble viewing the comparison chart, make sure you have disabled any pop up blockers.

Continue Selecting Benefits

Elections screens vary per benefit (i.e., health vs. life vs. HSA or FSA).

1. Click **CHANGE** on another benefit tile to select or update a plan.

To learn more about a benefit, click MORE DETAILS in the lower right corner of the associated benefit tile.

2. Repeat until all available benefits are selected or waived.
3. When finished, click **I'M DONE SELECTING BENEFITS**.

Plans provided by your employer, at no cost to you, will not have a CHANGE button…enrollment is automatic.
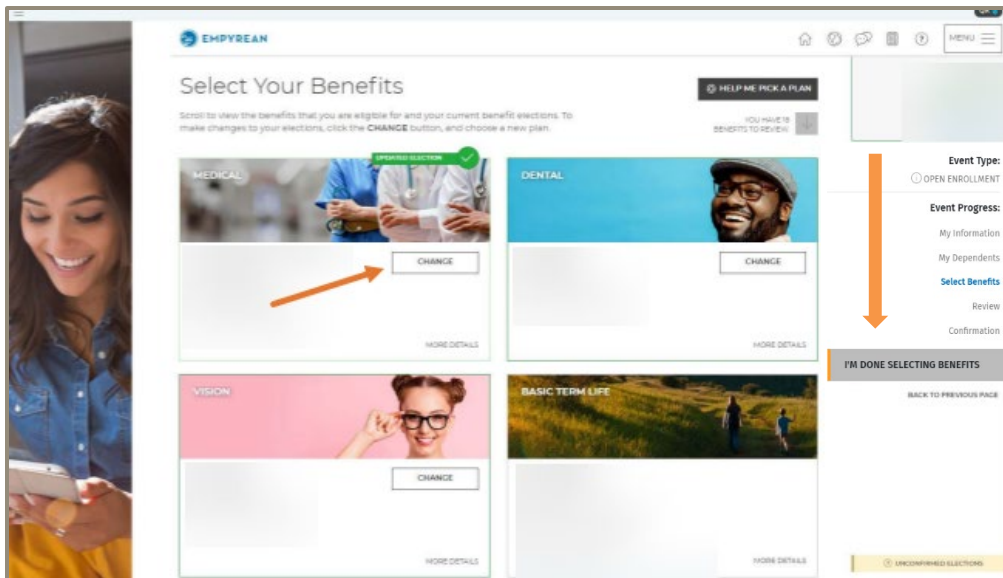
==Elections are NOT recorded in the system UNTIL you save and accept them and get confirmation.==

Event Review Steps

Review Beneficiary Allocation

This step allows you to review, update or change designated beneficiaries.

1. Click **ADD NEW BENEFICIARY** to add a beneficiary.
   - To edit, click on the **pencil icon**.
   - To delete a beneficiary, click on the **X** icon.
2. Click on **CHANGE ALLOCATION** to change beneficiary allocations for the associated benefit.

Be sure to add/include contact information for the beneficiary.

3. When finished, click **I'M DONE WITH BENEFICIARIES**.
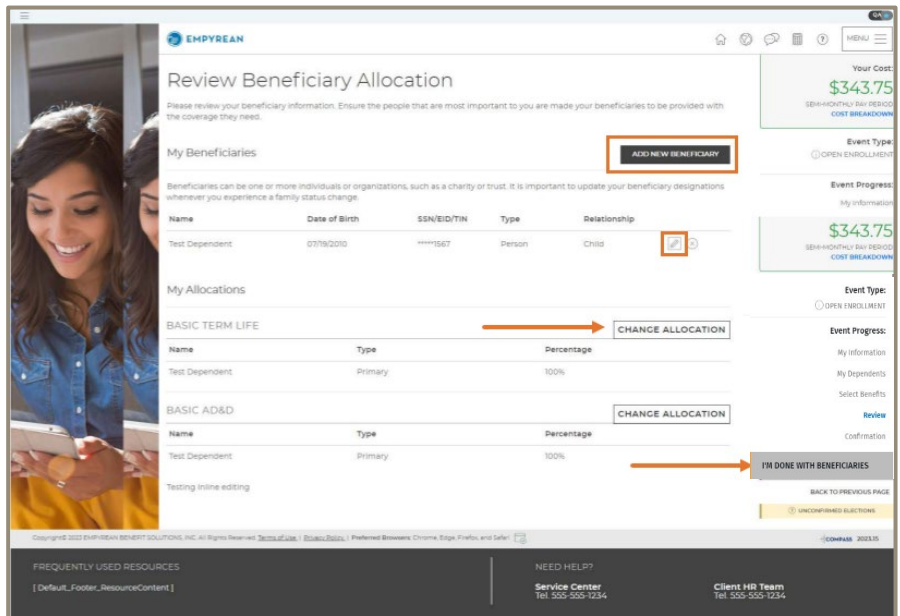
A red warning sign / flag and message appears if:
- A (required) beneficiary is not designated;
- You didn't allocate a portion to each beneficiary;
- Less than 100% is allocated to primary beneficiary/ies.

If you receive a warning, follow the message prompts.

Evidence of Insurability (EOI), Dependent Verification and/or Event Verification

If applicable, complete/provide EOI.
1. If required, verify eligibility for any dependent added for coverage by uploading required documentation.
2. If required, upload required documentation if the enrollment needs to be verified.

3. A checkmark means additional verification is not required at this time.
4. When finished, click **I'M READY TO FINALIZE MY ELECTIONS**.


A warning sign and message box will indicate pending actions. Follow the message prompts to fulfill them. If you continue enrolling without completing the pending actions, certain coverage may not fully apply until they are met.
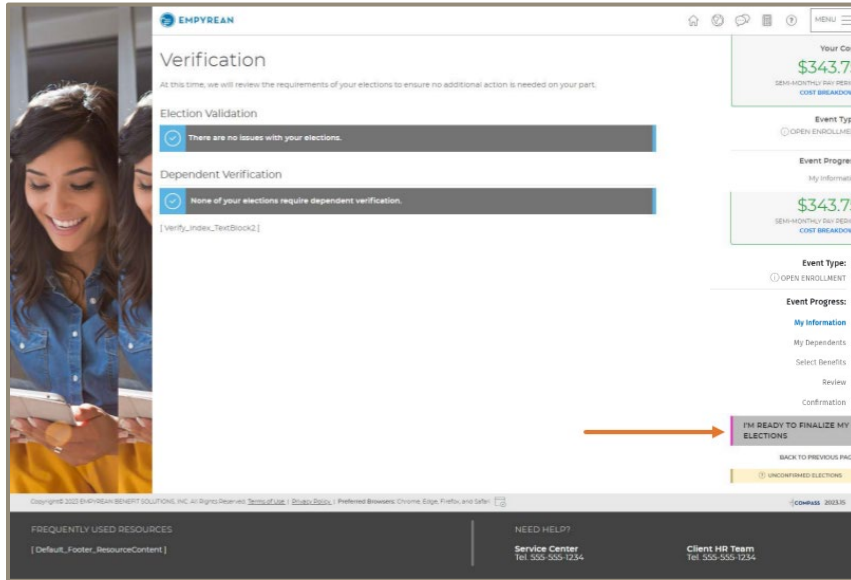
Final Review

Carefully review cost summary, benefit elections, and dependent data for accuracy.

1. Click the **pencil icon** to make changes.
2. When finished, click **SUBMIT MY ELECTIONS**.
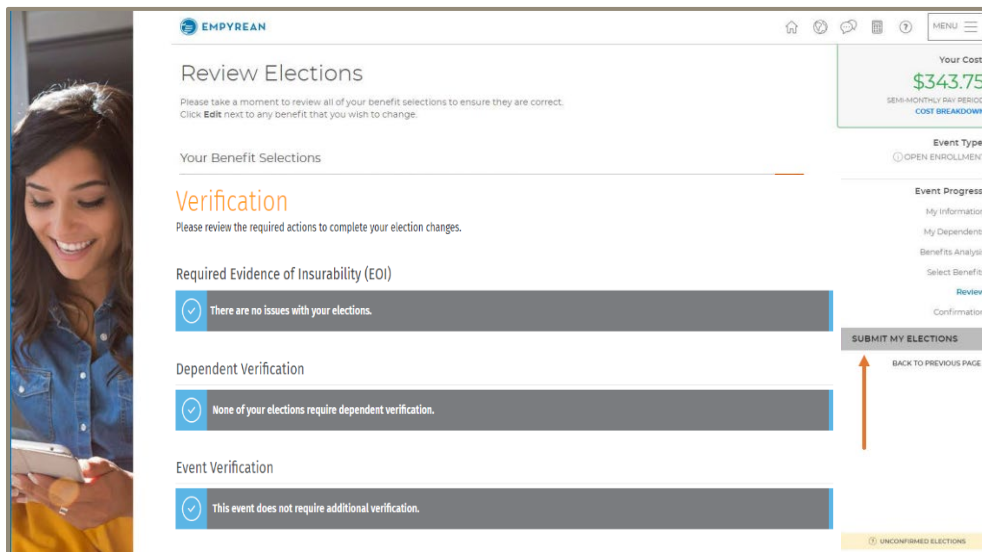
Review Elections

Please take a moment to review all of your benefit selections to ensure they are correct.
Click **Edit** next to any benefit that you wish to change.

If you are ready to submit your elections, click SUBMIT MY ELECTIONS.

Your Benefit Selections

Medical | Health Care Savings Medical Plan | Effective 01/01/2025 | Tier: Employee Only

DEPENDENTS COVERED		$126.82
None		Semi-Monthly Cost
COST BREAKDOWN		
EMPLOYER COST: $315.80		
Pre-tax Cost: $126.82		

Fertility and Family Building | Coverage | Effective 01/01/2025 | Tier: Employee Only

DEPENDENTS COVERED		$0.00
None		Semi-Monthly Cost

Vision | Vision Plan | Effective 01/01/2025 | Tier: Employee Only

DEPENDENTS COVERED		$4.59
None		Semi-Monthly Cost
COST BREAKDOWN		
Pre-tax Cost: $4.59		

Dental | Basic Dental | Effective 01/01/2025 | Tier: Employee Only

DEPENDENTS COVERED		$10.92
None		Semi-Monthly Cost
COST BREAKDOWN		

Your Cost:
$142.33
SEMI-MONTHLY
COST BREAKDOWN

Event Type:
OPEN ENROLLMENT

Event Progress:
My Information
My Dependents
Select Benefits
Review
Confirmation

SUBMIT MY ELECTIONS

BACK TO PREVIOUS PAGE

UNCHANGED ELECTIONS

3. One last pop-up message appears:
   - To continue reviewing or updating, click **DENY**.
   - To confirm your enrollment, click **ACCEPT**.

*When you click **ACCEPT**, updates are recorded into the system and ready to go into effect when annual enrollment closes. If you do not click **ACCEPT**, pending updates will not take effect.*

Confirmation

1. Review the final confirmation summary and use the confirmation number for future reference.
2. To print a copy for your records, click **PRINT**, or to print later, login and click **Benefits History** from the **Home** page.
3. When finished, **LOG OUT**.

Total costs will not match approved costs in the first four columns if a part of additional life insurance is pending EOI, and/or Proof (as required) of a dependent's relationship to you has not been provided.
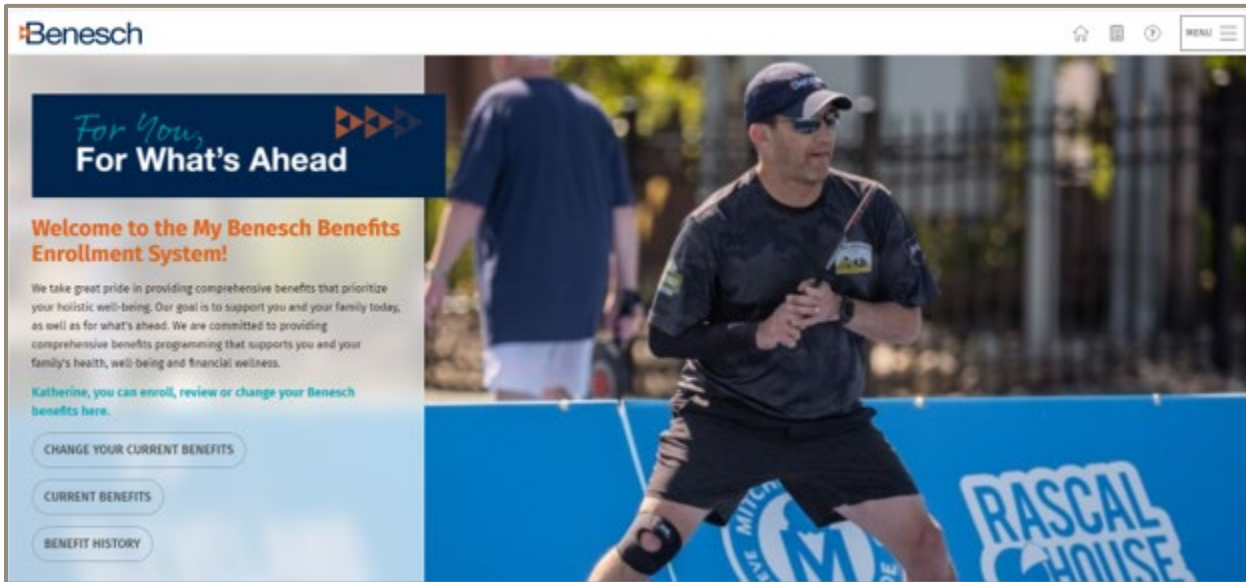
Manage My Benefits

This includes creating a qualified life event, to add/drop dependents or make benefit changes.
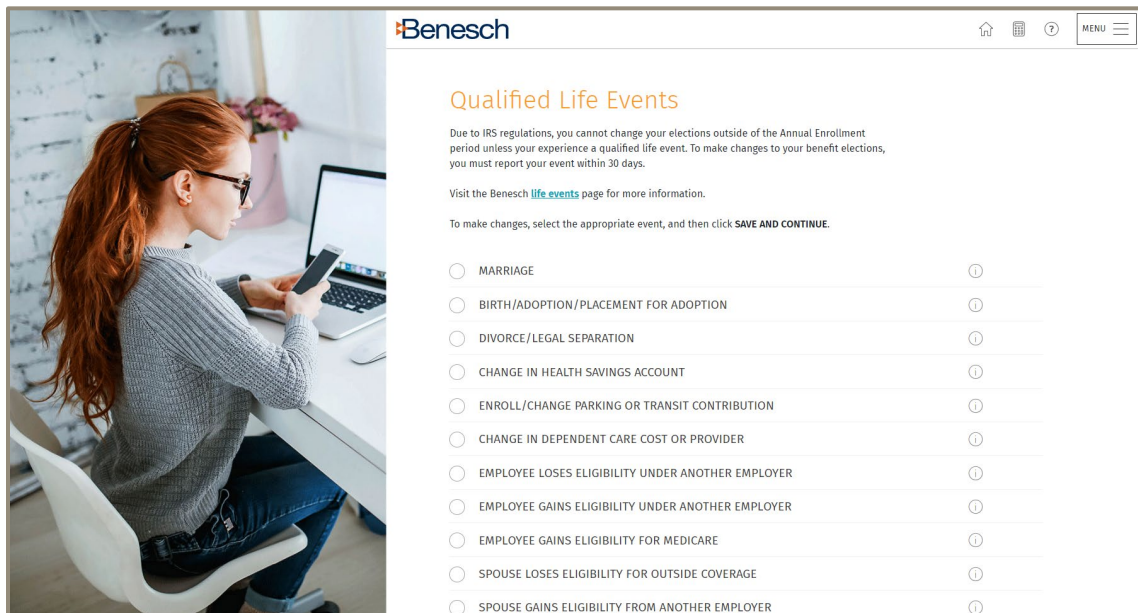
Manage My Benefits

From the Home page, click **CHANGE YOUR CURRENT BENEFITS**.

Create Life Event

1. Review the life options available and select the appropriate **Life Event Type**.
2. Enter the date the life event occurred.

Some changes may force you to use the current date as the date of the change.