

YOUR ENROLLMENT QUICK START GUIDE



Enroll in WEA Select Benefits with UPoint®

Enrollment is your opportunity to choose the benefits you and your family need. UPoint®, our enhanced online enrollment site, makes choosing your WEA Select benefits fast, easy and convenient.

Enrollment takes just a few clicks! This step-by-step guide will help you explore, compare and elect your benefits.

Ready to Get Started?

Our new UPoint site makes choosing your benefits easy.

Step 1: Log on to UPoint at <http://resources.hewitt.com/wea>.

If you're a first-time user, you'll need to create a user ID and password. If you've used the site before, you should already have them. Either way, be sure to write them down so you don't forget!

My User ID: _____

My Password: _____

Step 2: Read Your Messages

Important messages, including enrollment deadlines, will be posted in the message box at the upper right portion of the home page. Click on the **Enroll in Your Benefits** button to start the enrollment process.

Step 3: Review Your Materials

UPoint has a variety of tools and helpful information right on the home page!

- Click **Learn About WEA Select** for a benefit overview.
- Print the **WEA Newly Eligible Checklist** for a list of important reminders.
- Click **Research and Enroll** to see and compare your available plans.

Trouble Logging On?

- **New users** should click on the **Are you a new user?** link to set up their user IDs and passwords.
- **Returning users or new users** can access helpful information by accessing the help document on the login page.



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Step 4: Make Your Elections

- The **View/Change** button next to each plan allows you to make your election.
- Some plans may have been assigned to you. Click **Keep** to keep that plan, or click **Choose** to select another option.
- Not all school districts carry the same plans. You may have only one option available.

Step 5: Add Your Dependents

- On the **View/Change** screen click **Add a Dependent** to add dependent(s) to your coverage.
- UPoint automatically adds dependents to all available coverages. You'll need to uncheck a dependent if you don't want him or her covered under a particular plan.
- You'll need to certify dependent eligibility by clicking the checkbox next to "I Agree."
- After enrollment, look for a mailed request to provide documentation for dependent eligibility. Begin gathering items like certified, state-issued birth certificates, marriage licenses and tax returns so you're ready. **If you do not respond to this documentation request, coverage for your dependents will be canceled.**

Step 6: Review and Confirm Your Elections

- On the **View/Change** screen you can review or change your benefit elections, as well as the dependents you cover.
- When you're done, click the **Complete Enrollment** button to save your elections.
- Make sure to print and save your confirmation page!

Questions?

We're here to help! Contact the WEA Select Benefits Center at **1-855-668-5039**.

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Step 1 of 2 - Choose Who's Covered

Your plan cost is based on whom you choose to cover.

☒ **You** (Covered)

No eligible dependents on file.

[Add a Dependent](#)

[Continue to Step 2](#)

Remember

The WEA Select dental and vision plans have one monthly cost, no matter how many dependents you cover. Be sure that all your eligible dependents are covered under dental and vision!

Your Enrollment To-Do List

- ✓ **Visit** the UPoint site at <http://resources.hewitt.com/wea> to get started and view your enrollment deadline.
- ✓ **View** your benefit choices.
- ✓ **Compare** your benefit options and costs.
- ✓ **Choose** your benefits and name your dependents.
- ✓ **Enroll** and confirm your elections.



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