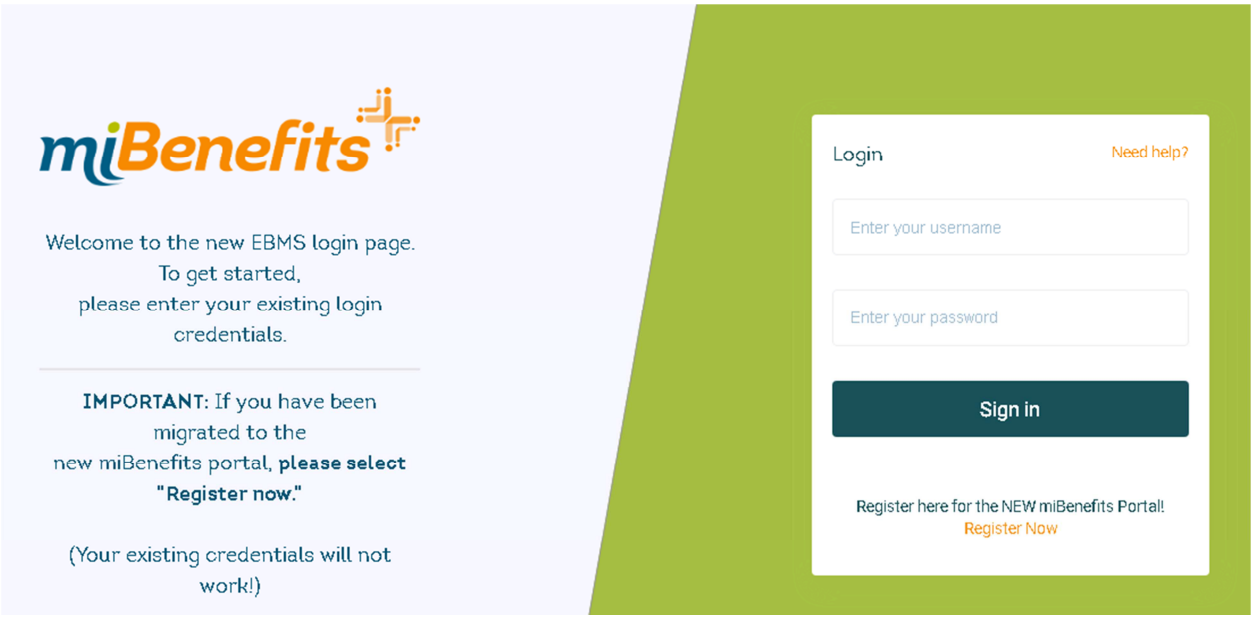
CDH Online Open Enrollment Instructions

Please access your miBenefits CDH account at [www.ebms.com.](http://www.ebms.com)

If you have any troubles signing into your account, please contact EBMS Customer Service at 866-857-8182

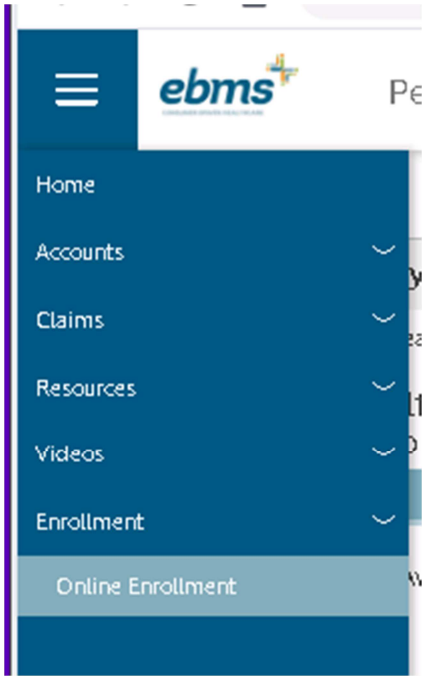
The log in page displays as shown below. Enter the user name and password for your miBenefits account and click “Sign in”.



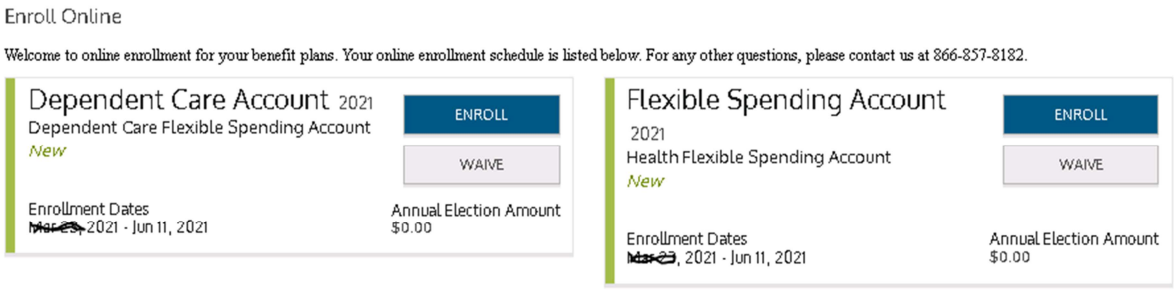
Once logged into miBenefits, click on the orange “FSA, HSA & HRA Portal” button on the homepage. This will take you to the CDH homepage where you can sign up for (or decline to participate in) the renewal plan year benefits.

Employee Open Enrollment

After you log into miBenefits and click on the orange “FSA, HSA & HRA Portal” link provided, the homepage appears. Under the Main header menu, click “Enrollment”, “Online Enrollment” to continue.



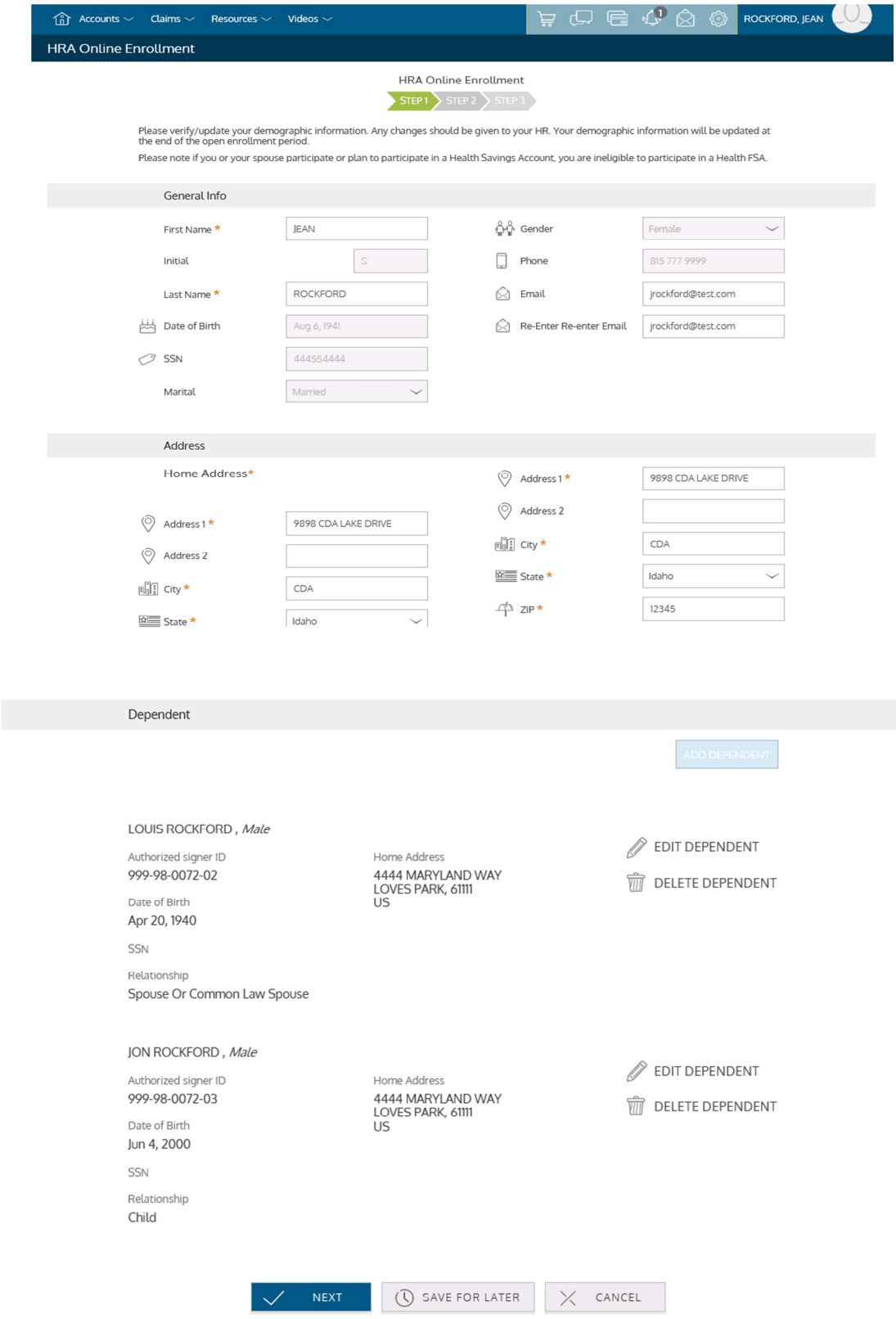
Clicking on the “Enrollment” link opens the page and shows you the available plans offered by your Employer.



You have the option to “Enroll” or “Waive” by clicking on the appropriate link to either plan.

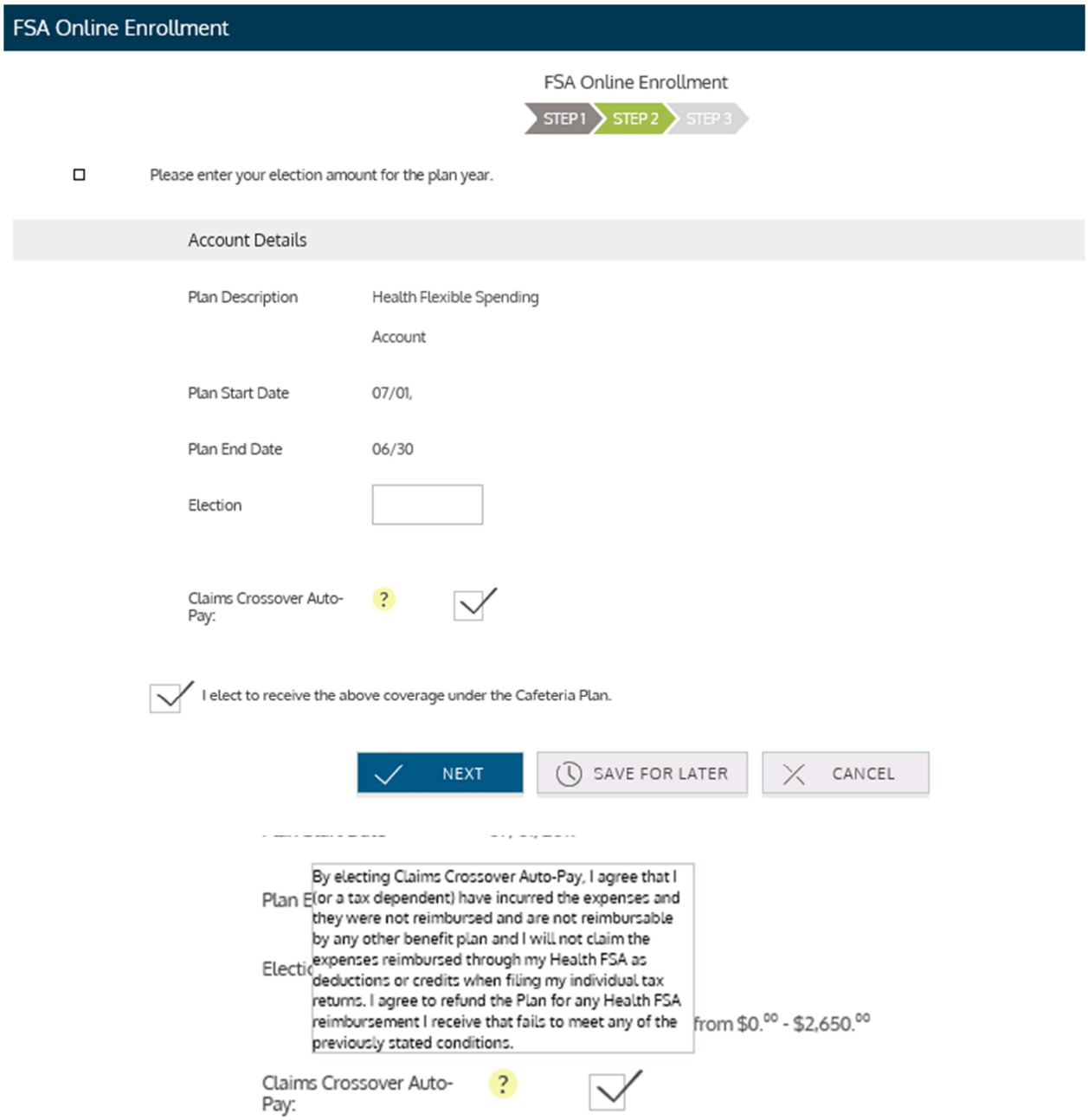
Enrolling in Employer Plan

Clicking on “Enroll” takes you to the below screen. If your Employer allows, you can update your demographic information or add a new dependent at this point. If the fields are grayed out and not be editable, you will want to make any demographic updates with your Employer or in the miBenefits portal with your health plan enrollment information.

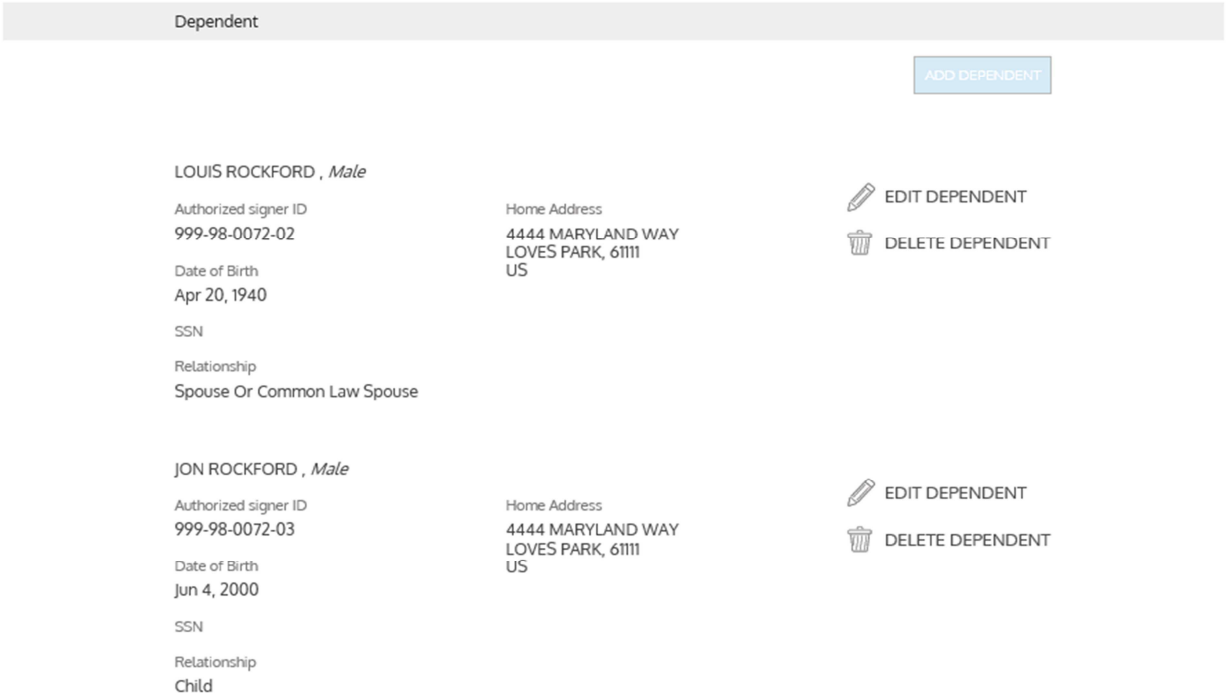


After changes are made, click on “Next” to continue.

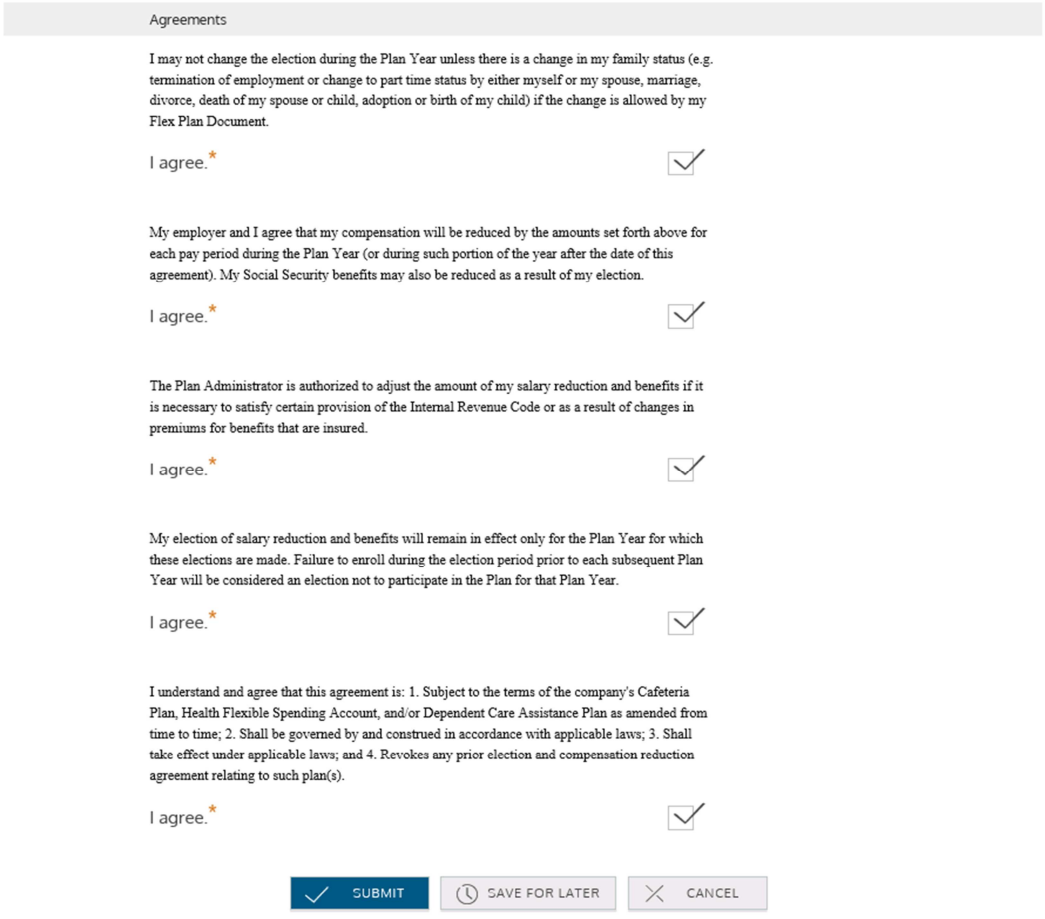
The “Next” screen allows you to enter your annual election amount for the new plan year.



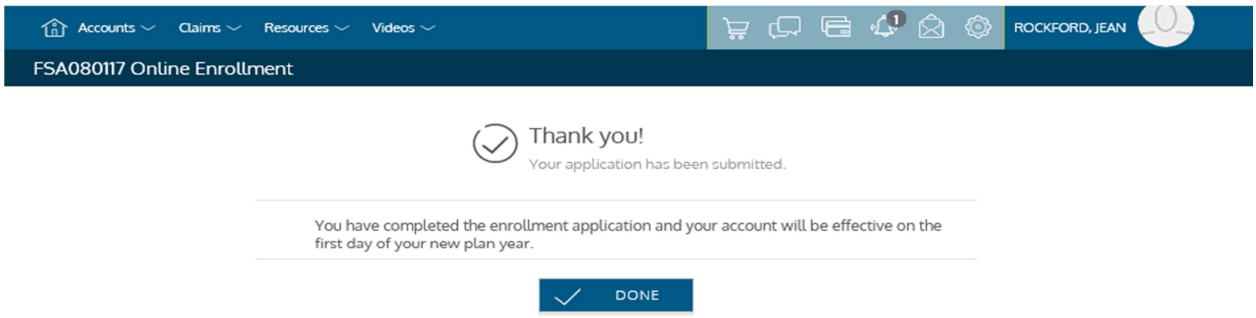
Enter an Annual Election amount. Check the “Claims Crossover Auto-Pay” box if you wish to enroll. After you have entered the election amount and checked the “Election” box, click on “Next” to continue. A confirmation page will appear and provide you with a recap of your demographic information, dependent information and election amounts.



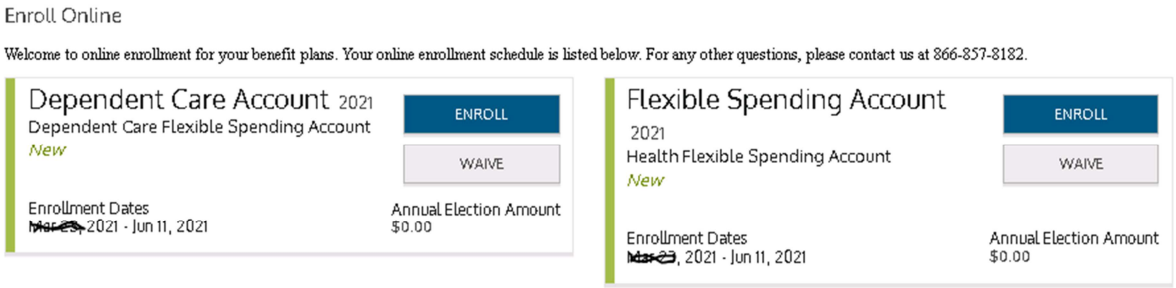
At the bottom of the confirmation page, there is an Agreements section that you must review and check each box (to the right) to indicate that you agree with the plan information listed.



After you have checked each box, click “Submit” to continue. When the enrollment process is completed, a final confirmation page will appear to show the enrollment was processed.

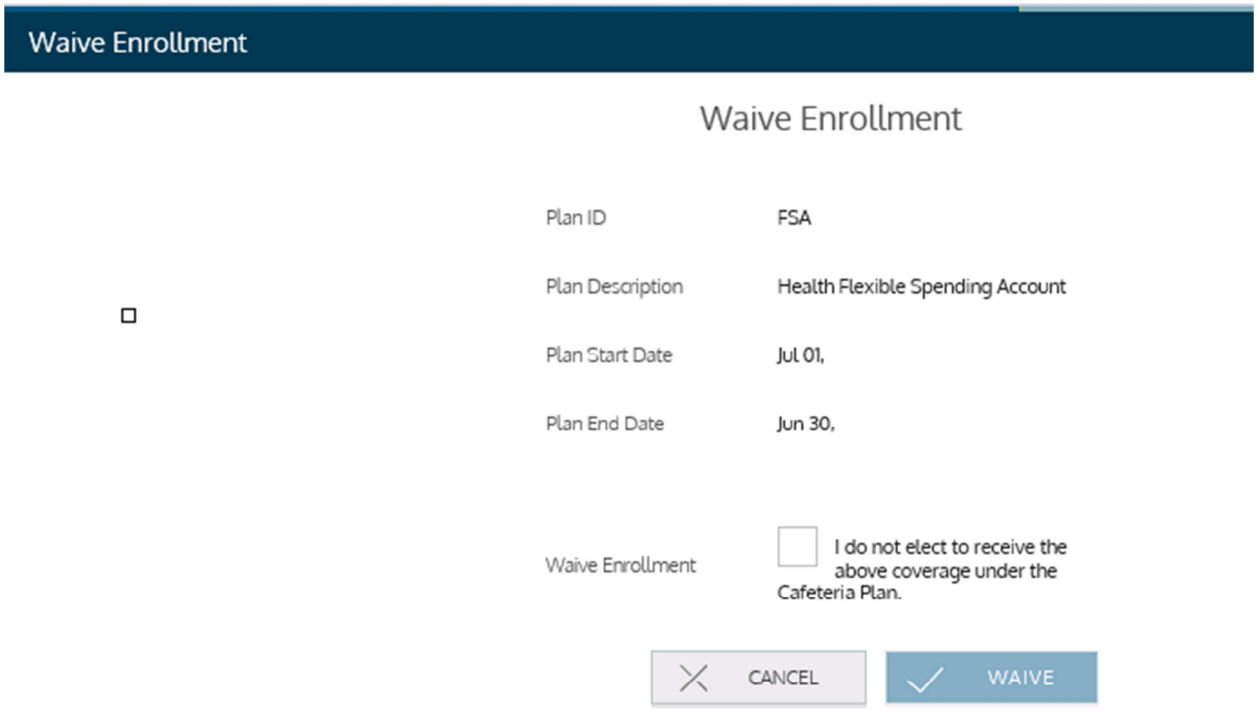


Click “Done” when complete and you will return to the Online Enrollment election section. You can now change your election if needed or you can choose to enroll in or to waive any additional plans.



Waiving Enrollment into Employer Plan

If you choose ***not*** to Enroll into a specific Employer plan, you have chosen to waive enrollment. Clicking on the “Waive” button will take you to the “Waive Enrollment” screen.



Please click in the Waive box and click on the blue “Waive” button, you will be returned to the Open Enrollment election page and it shows that you have waived or declined enrollment into that benefit plan.

This completes the Employee online enrollment process. Please contact EBMS with any questions.