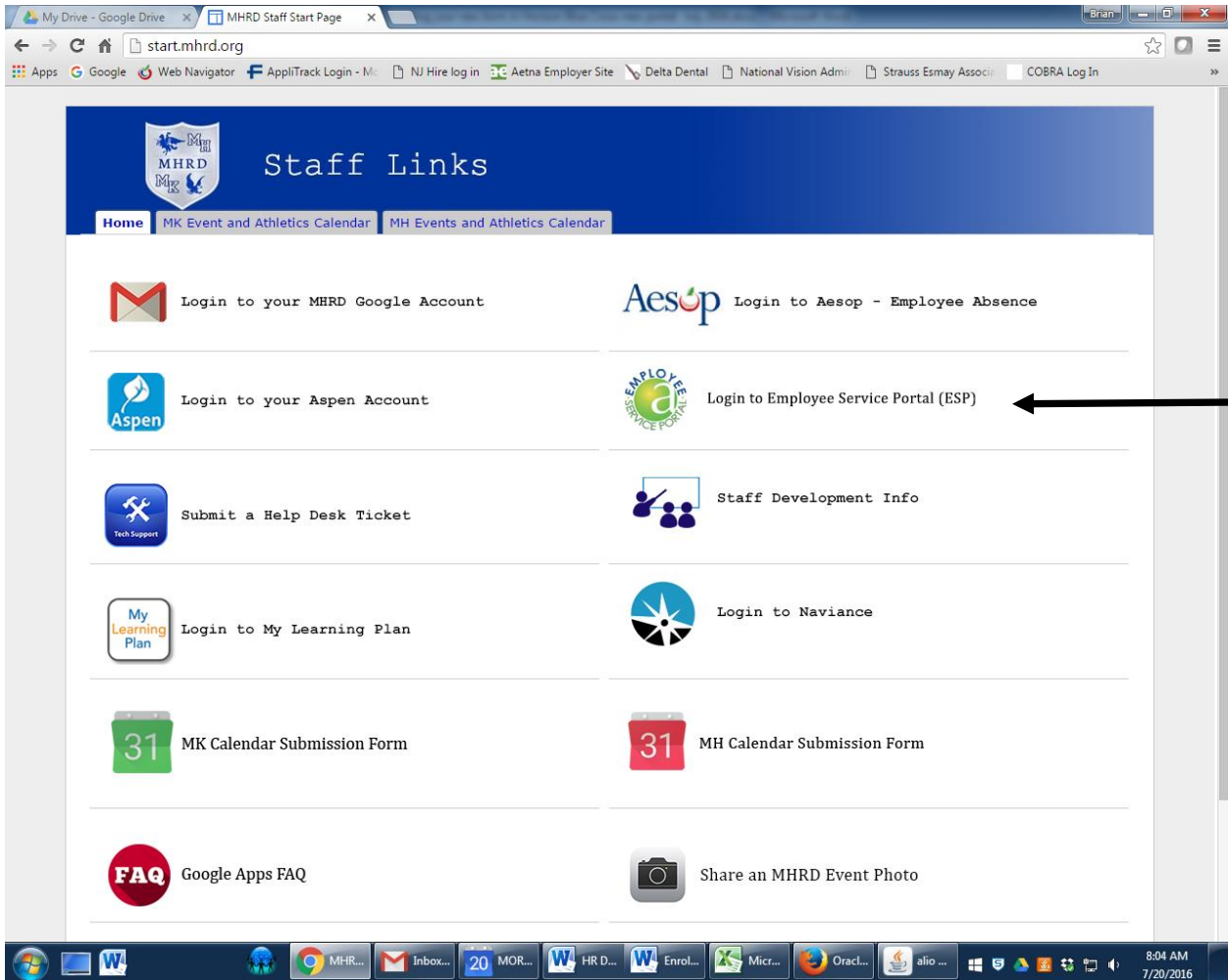


ENROLLING YOUR NEW BORN IN AETNA MEDICAL PLAN

1. After the birth of the child, go to the mhrd.org website and select the Staff Links tab, and then select the **Login to Employee Service Portal**.



2. After logging into the portal, select the option in blue that says “Request Changes”

The screenshot displays the MHRD Employee Service Portal interface. The browser address bar shows the URL <https://www.aliosolutions.net/MHRD/Home.aspx>. The user is logged in as Brian Bulger. The navigation menu includes links for Home, Benefits & Deductions, Certificates, Dependents, Payroll, Employee Directory, Employer Forms, Approval Queue, and Administration. The main content area is divided into two sections: 'My Current Information' and 'System Messages'. In the 'My Current Information' section, under the 'My Personal Card' tab, the user's details are listed: Brian Bulger, Primary Staff Personnel Office (0009), Location 48 Knoll Drive Rockaway, NJ 07866, Orig Hire Date 08/01/2009, Job Administrator Non Unit (ADMIN), Work (973) 664-2207 ext., and E-mail bbulger@mhrd.org. A black arrow points from this section to a blue link labeled 'Request Changes'. The 'System Messages' section contains two announcements: one about MHRD processing time sheets electronically and another about a Pension Contribution Rate Change for PERS and TPAF effective July 1, 2016. Below these messages is a 'Quick Links' section with links to the NJ Member Benefits Online System (MBOS) and the Ameriflex Flexible Spending Plan Portal. The footer of the page indicates the version is 8.1.3, copyright 2015 Waldehammer Systems Corp., and the date/time is 7:52 AM 7/20/2016.

My Current Information

My Personal Card My Business Card

Brian Bulger

Primary Staff Personnel Office (0009)
Location: 48 Knoll Drive
Rockaway, NJ 07866

Orig Hire Date: 08/01/2009
Job: Administrator Non Unit (ADMIN)
Work: (973) 664-2207 ext.
E-mail: bbulger@mhrd.org

Request Changes

System Messages

MHRD now processes time sheets electronically for all activities. See Request Time Entry Changes in the Payroll section of this portal. Directions and a payroll calendar are included in Employer Forms.

Pension Contribution Rate Change for PERS and TPAF
Pursuant to Chapter 78, P.L. 2011, Pension and Health Benefit Reform, PERS and TPAF employee pension contribution rates will increase from 7.06% to 7.2% of salary on **July 1, 2016**.

Health Benefit contribution information is available in the Employer Forms section of this portal.

Quick Links

NJ MEMBER BENEFITS ONLINE SYSTEM (MBOS)
AMERIFLEX FLEXIBLE SPENDING PLAN PORTAL

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7:52 AM 7/20/2016

3. First select “New Request” and then “Dependent” from the drop down menu and select **+Add** (in green)

My Drive - Google Drive | MHRD Staff Start Page | Demographic Requests

https://www.aliosolutions.net/MHRD/ReqQueueDemoHistory.aspx

Apps | Google | Web Navigator | AppliTrack Login - M... | NJ Hire log in | Aetna Employer Site | Delta Dental | National Vision Admini... | Strauss Esmay Associ... | COBRA Log In

EMPLOYEE SERVICE PORTAL

Brian Bulger

Home | Benefits & Deductions | Certificates | Dependents | Payroll | Employee Directory | Employer Forms | Approval Queue | Administration

Demographic Requests

Status: Pending | Request Type: Dependent

New Request | Request History

Request Date	Request Type	Status	Next Approver
There are no records to display.			

Request Type dropdown options: All, General Demographic, Dependent, Emergency Contact

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7:56 AM 7/20/2016

4. Enter the information on the child. For social security number, you can enter 000000000 (no dashes).

In the “Comments” box, enter the name of the child’s pediatrician and the doctor’s seven digit number. This number can be obtained from the physician or from the Aetna web site. **I cannot enroll the child without this information.**

The screenshot displays a web browser window with the URL <https://www.aliosolutions.net/MHRD/ReqQueAddEditDependent.aspx?rt=5>. The page is titled "Employee Service Portal" and features a navigation bar with links: Home, Benefits & Deductions, Certificates, Dependents, Payroll, Employee Directory, Employer Forms, Approval Queue, and Administration. The user is logged in as "Brian Bulger".

The main content area is titled "Dependent Change Request" and contains a form with the following fields:

- First Name: [Text Box]
- Birth Date: [Text Box]
- Gender: [Dropdown Menu]
- Address 1: [Text Box]
- Address 2: [Text Box]
- City: [Text Box]
- State: [Dropdown Menu]
- Phone: [Text Box]
- Comments: [Text Area]
- Last Name: [Text Box]
- Relationship: [Text Box]
- SSN: [Text Box]
- Zip Code: [Text Box]

Below the form, there are three radio button options for email notifications:

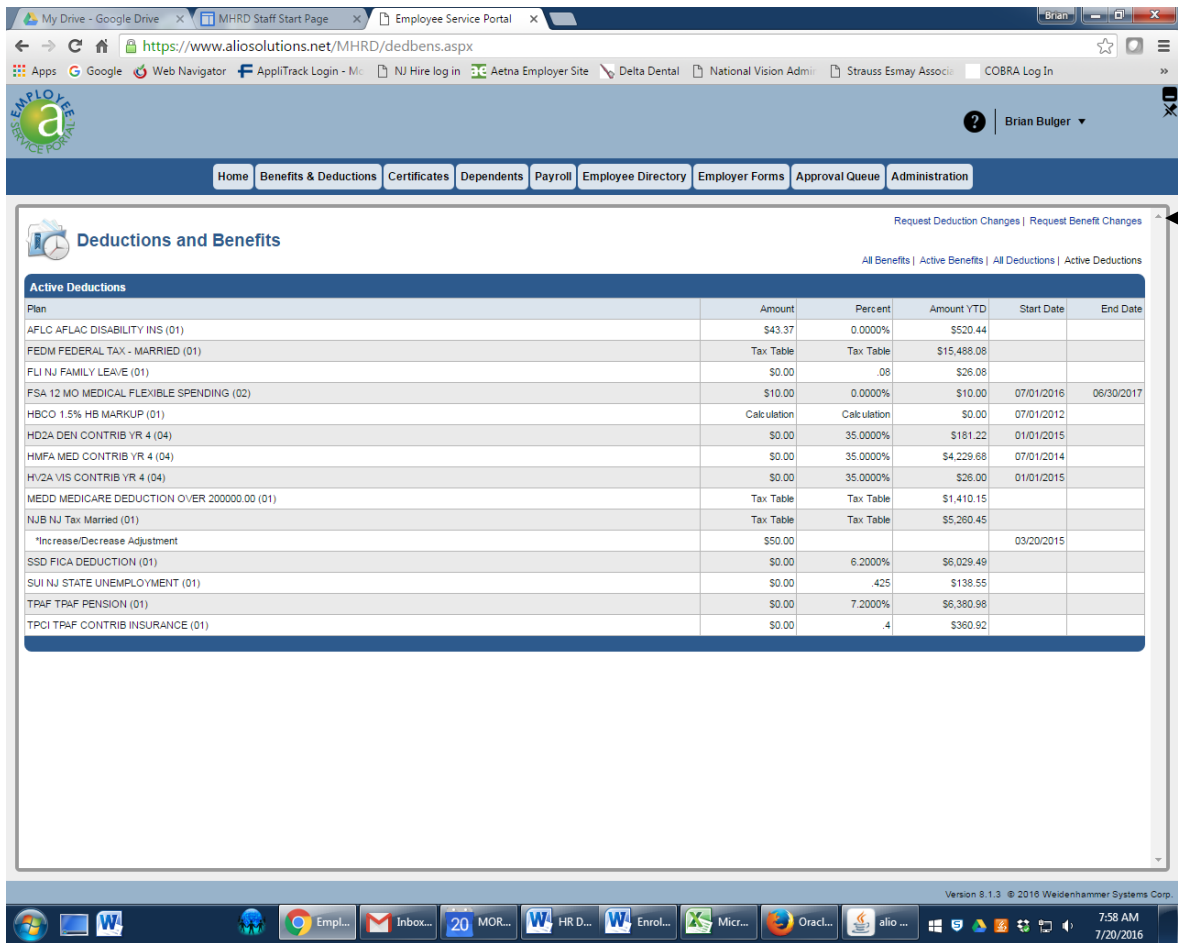
- ☐ E-mail me each step of the approval process.
- ☒ E-mail me only on the final step of the approval process.
- ☐ Do not e-mail me about this request.

At the bottom right of the form, there are "Submit" and "Close" buttons.

Below the form, there is a section titled "Request Attachments" with a message: "There are no records to display." and an "Add" button.

The Windows taskbar at the bottom shows the system clock as 8:50 AM on 7/20/2016, and the version of the software is 8.1.3 © 2016 Weidenhammer Systems Corp.

5. If this is your first child, you will then need to go to the “Benefits and Deductions” section and select “Request Benefit Changes”.

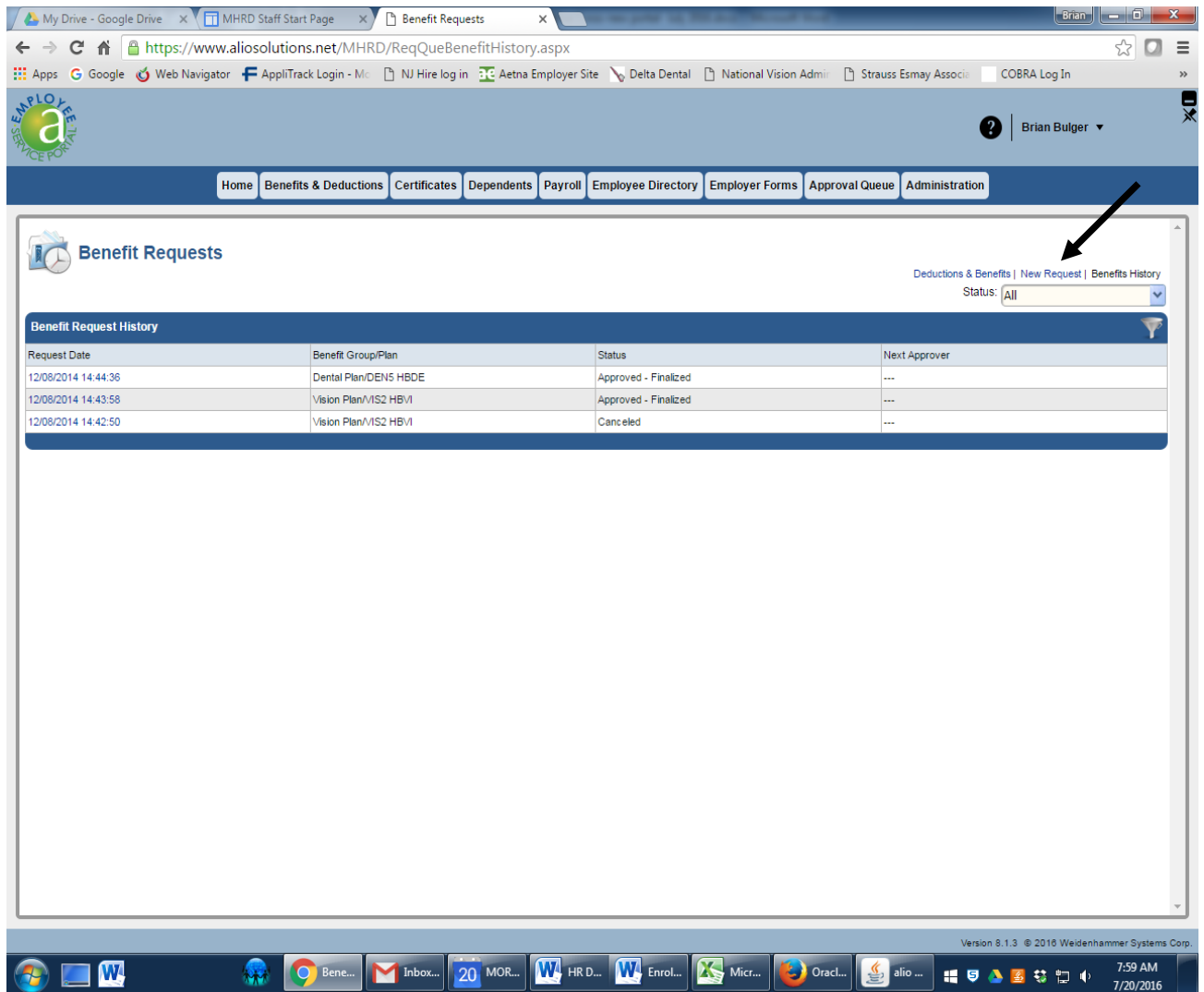


The screenshot displays the Employee Service Portal interface. The top navigation bar includes links for Home, Benefits & Deductions, Certificates, Dependents, Payroll, Employee Directory, Employer Forms, Approval Queue, and Administration. The main content area is titled 'Deductions and Benefits' and contains a table of active deductions. A black arrow points to the 'Request Benefit Changes' link in the top right corner of the section.

Active Deductions

Plan	Amount	Percent	Amount YTD	Start Date	End Date
AFLC AFLAC DISABILITY INS (01)	\$43.37	0.0000%	\$520.44		
FEDM FEDERAL TAX - MARRIED (01)	Tax Table	Tax Table	\$15,488.08		
FLI NJ FAMILY LEAVE (01)	\$0.00	.08	\$26.08		
FSA 12 MO MEDICAL FLEXIBLE SPENDING (02)	\$10.00	0.0000%	\$10.00	07/01/2016	06/30/2017
HSCO 1.5% HB MARKUP (01)	Calculation	Calculation	\$0.00	07/01/2012	
HD2A DEN CONTRIB YR 4 (04)	\$0.00	35.0000%	\$181.22	01/01/2015	
HMFA MED CONTRIB YR 4 (04)	\$0.00	35.0000%	\$4,229.68	07/01/2014	
HV2A V15 CONTRIB YR 4 (04)	\$0.00	35.0000%	\$26.00	01/01/2015	
MEDD MEDICARE DEDUCTION OVER 200000.00 (01)	Tax Table	Tax Table	\$1,410.15		
NJB NJ Tax Married (01)	Tax Table	Tax Table	\$5,260.45		
*Increase/Decrease Adjustment	\$50.00			03/20/2015	
SSD FICA DEDUCTION (01)	\$0.00	6.2000%	\$6,029.49		
SUI NJ STATE UNEMPLOYMENT (01)	\$0.00	.425	\$138.55		
TPAF TPAF PENSION (01)	\$0.00	7.2000%	\$6,380.98		
TPCI TPAF CONTRIB INSURANCE (01)	\$0.00	.4	\$360.92		

6. Select “New Request”



The screenshot shows a web browser window with the URL <https://www.aliosolutions.net/MHRD/ReqQueBenefitHistory.aspx>. The page is titled "Benefit Requests" and features a navigation bar with links: Home, Benefits & Deductions, Certificates, Dependents, Payroll, Employee Directory, Employer Forms, Approval Queue, and Administration. The user is logged in as Brian Bulger.

Below the navigation bar, the "Benefit Requests" section is displayed. It includes a "Benefit Request History" table and a "New Request" link. A black arrow points to the "New Request" link.

Benefit Request History

Request Date	Benefit Group/Plan	Status	Next Approver
12/08/2014 14:44:36	Dental Plan/DENS HBDE	Approved - Finalized	---
12/08/2014 14:43:58	Vision Plan/VIS2 HBVI	Approved - Finalized	---
12/08/2014 14:42:50	Vision Plan/VIS2 HBVI	Canceled	---

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7. You will then have the opportunity to select each of your insurance plans in the dropdown menu.

The screenshot displays the 'Employee Service Portal' interface. At the top, there's a navigation bar with links like 'Home', 'Benefits & Deductions', 'Certificates', 'Dependents', 'Payroll', 'Employee Directory', 'Employer Forms', 'Approval Queue', and 'Administration'. Below this, the user 'Brian Bulger' is logged in. The main section is titled 'Benefit Requests' and contains a 'General Information' block with detailed text about insurance plans. Below this, there's a 'Current Plans' section, a 'Benefit Request' section with a 'Benefit Group Information' sub-section, and an 'Available Plans' section. A dropdown menu for 'Benefit Group' is open, showing three options: 'Dental Plan', 'Medical Plan', and 'Vision Plan'. An arrow points to the 'Medical Plan' option. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 8:01 AM on 7/20/2016.

8. When you select medical, you will select your new plan (if applicable) by checking the appropriate box. For example, if you are a 10 month employee in the POS plan with 2 Adult coverage and now have your first child you will change to 10 month POS family. Your start date will be the date the child was born. If you already have the family plan and you're staying with that coverage, there's no need to make any changes to this screen.

File Edit View History Bookmarks Tools Help

Board of Education / 5000 - P... Medical Plan Plans Oracle Application Server Forms 5...

https://mhrd.aliohost.net:7443/ESP/ReqNewBenefitRequest.aspx

secondary insurance is in place please note that in the Comments field as well. Please send proof of the event to the Human Resources Department such as a marriage/civil union certificate, a divorce decree or a birth certificate or adoption documentation. Please note that the District provides POS medical coverage but MHRDEA and MHRDAA employees may purchase Traditional coverage at the deduction rate reflected in the deductions tab of the Employee Service Portal. Select Medical upgrades and choose the appropriate plan for 10 or 12 month employees.

Medical Plan Plans

Plan	Amount	Percent	Start Date	End Date
☐ HBME OPT OUT (OPT0)	0	0	10/10/2014	
☐ HBME POS EMPLOYEE 12 MO (POS1)	328.83	0	10/10/2014	
☐ HBME POS EMP & SPOUSE 12 MO (POS2)	732.03	0	10/10/2014	
☐ HBME POS EMP & CHILD(REN) 12 MO (POS3)	485.01	0	10/10/2014	
☐ HBME POS EMPLOYEE 10 MO (POS5)	393.4	0	10/10/2014	
☐ HBME POS EMP & SPOUSE 10 MO (POS6)	878.43	0	10/10/2014	
☐ HBME POS EMP & CHILD(REN) 10 MO (POS7)	582.01	0	10/10/2014	
☐ HBME POS FAMILY 10 MO (POS8)	1022.45	0	10/10/2014	
☐ HBME TRAD EMPLOYEE 12 MO (PPO1)	422.43	0	10/10/2014	
☐ HBME TRAD EMP & SPOUSE 12 MO (PPO2)	911.05	0	10/10/2014	
☐ HBME TRAD EMP & CHILDREN 12 MO (PPO3)	612.31	0	10/10/2014	
☐ HBME TRAD FAMILY 12 MO (PPO4)	1065.28	0	10/10/2014	
☐ HBME TRAD EMPLOYEE 10 MO (PPO5)	506.91	0	10/10/2014	
☐ HBME TRAD EMP & SPOUSE 10 MO (PPO6)	1093.26	0	10/10/2014	
☐ HBME TRAD EMP & CHILDREN 10 MO (PPO7)	734.77	0	10/10/2014	
☐ HBME TRAD FAMILY 10 MO (PPO8)	1278.34	0	10/10/2014	

start Mailbox : ... Document... Medical Pla... alio Millenni... Adobe Acr... Search Desktop 9:59 AM

9. You will do the same for your dental benefit and vision benefit (if applicable). You will receive an email when everything has been approved or if there is an issue at any step.