Dear Faculty and Staff,

Our Annual Open Enrollment begins on Wednesday, November 1. This notice is being provided as a reminder to complete Open Enrollment and to give general instructions on the Open Enrollment Process.

We hope that you have taken advantage of the various communications in preparation for this event. The 2018 Benefits Guide and the slides from the 2018 Open Enrollment Information Sessions are available under the Insurance Benefits tab of the Human Resources webpage.

**Open Enrollment Process**

*Login Instructions*

Please note that in order for the selection process to work properly, the following browsers may be used:

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<tr>
<th>PC Users</th>
<th>MAC Users</th>
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<tbody>
<tr>
<td>• Chrome</td>
<td>• Chrome</td>
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<td>• Firefox</td>
<td>• Safari</td>
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<td>• Internet Explorer (Version 11)</td>
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<td>• Microsoft Edge</td>
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For additional information about supported browsers, please [click here](#).

All Benefits-Eligible Faculty and Staff must visit myFurman to access the HR InTouch Portal to complete Open Enrollment. To access the HR InTouch portal, complete the following steps:

Log into MyFurman

→ On the left side of the page, click “Personal Information.”

→ Click “Benefits Enrollment.”

→ On the right side of the page, click “My Benefits.”

You will be directed to the Open Enrollment Portal.

**Completing Open Enrollment**

1) Click on the blue “Get Started” button.
2) Verify dependent information. If dependents need to be added, click “Add Dependent.” If not, click “Next.”
3) Be certain the “Open Enrollment Benefits” tab is blue. That tab notifies the user that the 2018 benefit options are displayed instead of the current 2017 elections.
4) The sequential order in which the benefits appear and must be addressed is as follows:

   • Medical coverage
   • Health Savings Account (HSA) coverage
   • Health Flexible Spending Account (FSA) coverage
   • Dependent Care FSA coverage
   • Dental coverage
   • Vision coverage
   • Basic Employee Life and AD&D coverage
   • Dependent Life coverage
   • Supplemental Life coverage
   • Supplemental Spouse Life coverage
   • Supplemental Child Life coverage
- Long-Term Disability coverage
- Short-Term Disability coverage (for staff only)
- Voluntary Products - Accident, CI (Critical Illness), and Whole life coverage

5) Begin with the Medical coverage. To make changes to Medical, click the “edit coverage” button. Upon making changes to Medical or any other benefit, click the green “Save” button at the bottom of the page. This will return you to the top of the main page featuring all of the benefits. For each current 2017 benefit selected, the 2018 cost of the benefit is shown at the far right. If you desire no change to the Medical benefit, advance to the next benefit and click the blue “Begin Enrollment” button under “Health Savings Account (HSA) coverage.”

6) You must denote a monetary amount in the selection for the HSA (if applicable), Medical FSA and Dependent Care FSA. These items must be selected or declined before moving to the next item.

7) If you wish to enroll or make changes to the dental or vision coverages, click the “edit coverage” button. If you desire no change to this benefit, click the blue “Begin Enrollment” button under Basic Employee Life and AD&D coverage.

8) You will be automatically enrolled in the Basic Employee Life Benefit. Coverage will be provided at 1.5 times your salary. For those whose coverage is greater than $50,000, you will be given two options: 1.5 times your salary or a flat $50,000 coverage amount. You will be prompted to designate a beneficiary(ies) and the percentage of the benefit allocated to each beneficiary.

9) When choosing Supplemental Life or Short-Term Disability (if applicable), your amounts may be subject to the completion of Evidence of Insurability, if required. This must be approved before coverage is effective. You will be prompted to designate a beneficiary(ies) and the percentage of the benefit allocated to each beneficiary.

10) Benefit selections for the Voluntary Products - Accident, CI (Critical Illness), and Whole life coverage will not be made through the HR InTouch Portal. Please contact Unum directly at 888-209-2433, Monday thru Friday, 8am to 8pm EST to enroll or make changes, or contact Kristin Austin in writing to cancel current voluntary benefits.

11) Continue to scroll down and make selections until you've completed the Open Enrollment Process.

Upon completion of the Open Enrollment process, at the bottom of the lower left side of the page, check “I have reviewed the information above” then click the green “Complete Enrollment” button. At the top right of the page, you will have the option to print a Benefit Detail Report for your records.

**Important Note regarding Basic Employee Life & AD&D**
All Faculty/Staff are automatically enrolled in the Basic Life & AD&D Coverage. Furman will continue to pay premiums for this benefit. For those who are eligible for $50,000 or more of coverage, you will have two options:

- 1.5 times your salary or a flat $50,000 coverage amount

For coverage amounts greater than $50,000, faculty/staff will be responsible for IRS mandated imputed taxes. Please see the Benefits Guide for further information regarding imputed tax calculations. For those with $50,000 or less of coverage, imputed taxes do not apply.