MaineStreet Employee Self-Service

Before you begin
The following information is needed prior to enrolling in benefits using MaineStreet Employee Self-Service. Further enrollment instructions can be found on the reverse side.

MaineStreet User ID and password (https://mainestreet.maine.edu)

You will use your UMS ID and password to log in to the MaineStreet portal. If you already use a maine.edu email account, then you have already activated your UMS Account. If you need to activate your UMS Account, follow the instructions on this webpage: http://mail.maine.edu/um/ActivateAccount

Note: If you need help with your User ID and/or password, call the IT User Services Help line at 1-800-696-4357.

Medical Plan Enrollment Changes Enrollment or changes to your medical enrollment elections require you to provide a Primary Care Physician Identification number (PCPID). You can find your PCPID at http://cigna.benefitnation.net/cigna/docdir.aspx, select Physician and enter zip code and Next; then select Open Access Plus, OA Plus, Choice Fund OA Plus WITH CareLink or you can just call Cigna at 1-800-244-6224.

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<th>Physician Name</th>
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PCP selection for Quality Incentive Health Plans Choosing a “quality” PCP will ensure less out-of-pocket expenses and better outcomes. Visit www.getbettermaine.org for doctor ratings. Your doctor’s practice must have a minimum of 2 ratings of Good, Better or Best to be considered UMS Preferred.

Dependents & Beneficiaries Names, addresses, social security numbers and dates of birth of your dependents and/or beneficiaries.

UMS Employee Benefits Center
Mailing Address: 16 Central Street, Bangor, Maine 04401
Telephone: (207) 973-3373 Fax: (207) 561-3454
Toll-Free: (866) 269-9635 Email: benefits@maine.edu
Website: http://www.maine.edu/benefits.php
Benefits Enrollment

Step 1  When you’re ready to enroll, log in to https://mainestreet.maine.edu, (use Internet Explorer or Mozilla Firefox for best results) and click Employee Self-Service > Benefits > Benefits Enrollment. To begin, click the Select button.

   Note: Contact the Employee Benefits Center if the Select button is not available.

Step 2  Click Change next to each benefit that you would like to change and make your new selections. Then click Update Elections to store your selection.

   FSA accounts terminate at year end! A new election amount (pledge) must be entered each year for Flexible Spending Accounts. Therefore, you must click Change and enter your annual pledge amount for the new year even if it is the same as last year. Note: The new maximum pledge for 2013 FSA Healthcare is $2,500.

Step 3  When you are satisfied with all of your choices, scroll to the bottom of the Enrollment Summary page and click Submit. Then you must click a second Submit to authorize your elections.

Benefits Summary

To view your current, future or historical enrollments, click Employee Self-Service > Benefits > Benefits Summary.

Assign Beneficiaries  Provide critical beneficiary information and update your life insurance beneficiaries by clicking Life, Supplemental Life, AD and D & Supplemental AD and D on the Benefits Summary page.

Help

User ID or Password: Call the IT User Services Help line, 1-800-696-4357.

MaineStreet Self-Service: Click Help in MaineStreet for step-by-step instructions.

UMS Benefits: Contact the UMS Employee Benefits Center if you have any questions about your benefit options or if you wish to request paper enrollment forms.

UMS Employee Benefits Center

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