



## YOUR HEALTH PLAN IS CHANGING TO CIGNA

### MaineStreet Employee Self-Service

#### Before you begin

Listed below is the information you will need when you are ready to enroll in benefits. This checklist is for your records and should be destroyed or put in a safe place.

MaineStreet User ID and password

User ID	Password
<input type="text" value="@maine.edu"/>	<input type="text"/>

Enrollment in the CIGNA Open Access Plus Copay Plan, formerly the HMO Choice Point-of-Service health plan, requires you to provide a Primary Care Physician Identification number (PCPID). You can find your PCPID at [www.cigna.com](http://www.cigna.com). Choose Open Access Plus, OA Plus, Choice Fund OA Plus **WITH** CareLink when searching CIGNA's directory.

Physician Name	PCP ID
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

Name	Address	Social Security #	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you prefer to have your retirement contributions sent to ING, Fidelity or VALIC instead of TIAA-CREF, you must provide your Contract Identification number.

Vendor	Contract ID
<input type="text"/>	<input type="text"/>

#### Benefits Summary

To view your current, future or historical enrollments, click Employee Self Service > Benefits > **Benefits Summary**. To print a **Confirmation Statement**, click on the link at the bottom of the **Benefits Summary** page.

#### 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.

## MaineStreet Employee Self-Service

### Benefits Enrollment

**Step 1** When you're ready to enroll, log in to <https://mainestreet.maine.edu>, (using Internet Explorer or Mozilla Firefox) 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 **Continue** to store your selection.

**Remember Your FSA Pledge:** Flexible Spending Accounts MUST be re-enrolled in every year. Therefore, you must click **Change** and enter your annual pledge amount for the new year even if it is the same as last year.

**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.

### Need help with...

**User ID or Password?** Call the IT User Services Help line, **1-800-696-4357**, if you need help with your User ID and password.

**Self-Service?** Click **Help** > UPK in MaineStreet to access easy-to-follow 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

Email: [benefits@maine.edu](mailto:benefits@maine.edu)

Toll-Free: (866) 269-9635

Telephone: (207) 973-3373

Fax: (207) 561-3454

Website: [www.maine.edu/benefits](http://www.maine.edu/benefits)

Mailing Address: 16 Central Street, Bangor, Maine 04401

