Employee Self-Service Benefits Enrollment

Open Enrollment 2010

Employee Self-Service, Benefits Enrollment allows you to enter your own benefit elections using the Employee Self-Service module of MaineStreet. This year, Self-Service Enrollment will be accessible November 2 through November 30, 2009. Elections made during this period will be effective January 1, 2010.

Benefits Summary

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

Beneficiary Designations

Provide HR with 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.

Why use Self-Service, Benefits Enrollment?

It’s Efficient!
Not only will UMS reduce printing & postage costs, but Self-Service also improves the efficiency of data entry and benefits administration.

It’s Convenient!
Accessible anytime, anywhere, 24 hours a day, 7 days a week!

It’s Informative!
Self-Service provides links to important information to help you make informed choices.

It’s Confidential!
Your information is secured by your MaineStreet User ID and password. No need to worry about your private information getting lost in the mail!

It’s Easy as 1-2-3!
1) Log in to MaineStreet and navigate to Benefits Enrollment;
2) Enter your new options and coverage levels, and;
3) Submit your choices to the benefits office.
1. Go to [https://mainestreet.maine.edu](https://mainestreet.maine.edu), log in and then navigate to Benefits Enrollment by clicking **Employee Self-Service, Benefits**, and then **Benefits Enrollment**. To begin, click the **Select** button.

   **Note:** Contact your campus benefits office if the Select button is not available. Also, pop-up blockers must be disabled to access some of the links. For best results, use **Internet Explorer** or **Mozilla Firefox**.

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:** **Flexible Spending Accounts** are the only benefits that you **MUST** re-enroll 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.

3. When you are satisfied with all of your choices, scroll to the bottom of the Enrollment Summary page and click **Submit**.

   **Note:** This is the first of a series of two **Submit** buttons.

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**Need help with...**

- **Online Instructions?** Click **Help** in MaineStreet to access online, easy-to-follow, step-by-step instructions.
- **UMS Benefits?** Contact your campus benefits office if you have any questions about your benefit options.
- **Open Enrollment?** Visit our website for more information: [http://www.maine.edu/system/hr/benenroll.php](http://www.maine.edu/system/hr/benenroll.php)
- **User ID & Password?** Call the IT User Services Help line, 1-800-696-4357, if you need help with your User ID and password or have trouble logging in to MaineStreet.

If you cannot use MaineStreet Self-Service or prefer to complete paper forms for Open Enrollment, contact your campus HR/Benefits office.