Follow these steps to help you make the best benefit decisions for you and your family and complete the online enrollment process.

1. **Make Your Benefit Decisions** Use the following to make your benefit choices. If applicable, be sure to include your spouse in the decision process:

   **2015 Benefits Summary**
   This booklet provides you with important information about Kettering’s benefits, including contact information on the last page. You may want to keep this as a reference during the year. This summary will also be available on the Human Resources website.

   **2015 Medical Plan Comparison Chart**
   Kettering provides several choices in medical plan options. This document lets you compare major plan features.

   **Enrollment Worksheet**
   This document provides you with all your benefit choices and the costs per pay. We suggest using this form to prepare you for your online selections. Here you can capture which plans you select, make any applicable calculations, and record other information you may need. This worksheet is for your use only.

   **Human Resource Webpage - 2015 Benefits**
   Under this section you will be provided a number of resources to help in making your decision(s) on your benefit choices.

2. **Complete your Online Enrollment by Monday, November 10 at 5:00 p.m.**

   Note: The recommended screen resolution is 1280 x 1024 to avoid distorted data. **Do not use** the browser’s “Back” function to return to a previous screen. Use the navigation buttons built into the system to move from one screen to the next.

   a. Through your internet browser, open Kettering University’s home page.
      - Click on the tab for Faculty & Staff;
      - Under Human Resources - Click “2015 Open Enrollment.”
      - Click on “Online Open Enrollment”

   b. Type in your User Name and Password and click “Login.” Your user name and password are those used for your email and signing onto Blackboard.

   c. Click on **“Acknowledge”**.

   d. Please read each text box to walk you through the process.

   e. Review “Begin Open Enrollment”: click “Start Open Enrollment”.

   f. Review the Dependent(s) Listed; add or edit list if needed Click “NEXT>” to continue.

   g. Each time you select “NEXT>” to continue it will take you to your next benefit category.

   h. Once you have made all your selections, Click “FINISHED”

   i. Review the summary for accuracy.

   j. Click on the “Printer Friendly (PDF)” located above the summary.

   k. Print the Open Enrollment Summary and keep it for verification.
IMPORTANT INFORMATION:

- You may re-enter your online enrollment and make changes at any time during the open enrollment period.
- Each time you successfully make changes, you should print a new summary for your records.
- Enrollment ends Monday, November 10 at 5 p.m. You will be unable to make changes after this time.
- Failure to enroll before this deadline will surrender your ability to make option choices.
- New enrollments and carrier changes will require you to complete additional paper enrollment forms. If applicable, these forms will be sent to you in November.
- By enrolling online (entering your user name and password) you acknowledge the following:
  - I have received and read my enrollment materials;
  - I understand I am making binding elections for my benefits and pay for the plan year;
  - Once the enrollment period ends, I understand I may not change my elections until the next plan year enrollment period unless I have “qualified change in family status,” as explained in the enrollment material;
  - I understand the University’s eligibility requirements and have verified that any enrolled family members meet those requirements;
  - I understand that fraudulent dependent claims may result in disciplinary action, including termination and repayment of ineligible benefits;
  - I authorize Kettering University to make deductions from, or additions to, my pay based upon the options I chose through the University’s online enrollment.
- If you have any questions, contact Human Resources at 810-762-9933.