Please go to www.bsu.edu/payroll. Once you are on this page click the grey box on the top left that says “Health and Wellness Benefits”. Select the red box “Log in to Enroll” and you will use your BSU credentials to get logged in.
• You will be taken to the Communication Portal (shown here). Under *QuickLinks* you will find the open enrollment presentation that will assist you in the benefit enrollment workflow.

• In order to activate the *Enroll Now* button, you will need to complete your *To Do List* and review the required legal notices. To do so click ‘*Legal Notices*’ under the *To Do List*. 
• After you acknowledge that you have reviewed the items, select the box next to ‘Please acknowledge that you have reviewed these items.’ Click ‘Submit’ to continue.
• Click ‘Begin open enrollment’ to begin your enrollment process and make benefit elections.
Please review your contact information, if any information needs corrected please contact our HR Solutions Center at 285-1834.

IMPORTANT: The information provided on this screen is the address provided to each of the vendors. You can expect mailings from them including ID cards, FSA/HSA debit cards and explanation of benefits.
Before you elect any benefits, you can add your dependents information on this screen by clicking “Add Dependent” or you may add them later in the process. Click ‘Next’ if you want to add them later when you make your benefit selections.
To add a dependent, you must complete the specified fields. The * designates required fields. If the dependent is added to your medical/dental coverage, a SSN is required.
• Complete the BSU Tobacco Survey by answering the question below. If you answer ‘No’ but have completed an approved tobacco-cessation program, contact the Employee Benefits office.

• Click ‘Save & Continue’ to proceed to the available benefit offerings.

Ball State Tobacco Status 2024

Have you and/or all of your dependents enrolling in a Ball State health plan been tobacco-free for the past six months?

The employee's answer will pertain to the employee and dependent children on the plan. If a spouse is listed below, you will answer for them separately.

Charlie C Cardinal
○ Yes, I have been tobacco-free for the last six months. I am eligible for the premium discount.
○ No, I have NOT been tobacco-free for the last six months. I am NOT eligible for the premium discount.

Cindi S Cardinal
○ Yes, I have been tobacco-free for the last six months. I am eligible for the premium discount.
○ No, I have NOT been tobacco-free for the last six months. I am NOT eligible for the premium discount.
• The workflow will walk you through each benefit election. You are not able to skip a selection. If you do not want a certain benefit, you will have to decline that benefit.
• If you are adding a spouse you will need to print off the Ball State Working Spouse Affidavit and then upload the completed form to the Document Manager (shown later).

Click on Working Spouse Affidavit to print form to complete.
• For dependents you have added in the previous step, select which dependents you want to cover on your medical plan by clicking their name. If you did not previously add your dependents information, you can do so on this screen by clicking ‘Add Dependent’.

• If you do NOT want any medical coverage, select ‘Decline Coverage’.
Now you will be able to shop for your medical coverage. Need help choosing the right plan? Use the widget!
The workflow will show you each health plan option, the premium based on your pay frequency and some plan highlights. From this screen you can compare plans, get additional plan detail by clicking ‘Plan details’ and select your health plan by clicking ‘Select plan’.

If you do NOT want any medical coverage, select ‘Decline Coverage’.
• Acknowledgement of the Ball State Tobacco Usage will pop up.

• Click “I Agree” box and then “Next” to continue, click Edit if you need to make a change.
• Based on the health plan you selected, you will be asked if you want to participate in the corresponding tax advantage account.

• If you selected the PPO Health Plan or declined medical coverage; you will be asked if you want to enroll in a Health FSA. To enroll, enter your desired contribution amount within the limits and click ‘Next’.
• If you selected the HSA Qualified Plan, you will be asked if you want to open an HSA. Remember in order to receive the University’s contribution, you must contribute via payroll deduction a minimum of 25% of the University’s contribution.

• Note: Your HSA contribution can be changed as often as needed, at anytime during the calendar year.

Would you like a Health Savings Account (HSA)?

An HSA allows you to pay for current healthcare expenses and save for those in the future. Its first advantage is that contributions made through payroll deduction are pre-tax. Second, the interest earned is tax-free. Even if you had an HSA in previous years, you must re-enroll every benefit year.

1. Would you like an HSA?

- Yes, I would like an HSA.
- No, I do not want an HSA.

Continue  Previous  Cancel & return home
• When electing an HSA, the workflow will populate the University’s contribution based on your coverage level and pay frequency. It will not allow you to over contribute your annual IRS amount.

• You will need to set up a Repeating or One time contribution. Make sure you elect a starting date as to when you want your contribution taken out of your paycheck. Enter how much per paycheck you want to contribute on your own (minimum of 25% of the University’s contribution). Then click ‘continue’

• Once you have made all your contribution elections scroll to the bottom of the screen and click “Save and continue”
• Based on the health plan you selected, you will be asked if you want to participate in the corresponding tax advantage account.

• If you selected the HSA Qualified Health Plan; you will be asked if you want to enroll in a Limited-Purpose Healthcare FSA. To enroll, enter your desired contribution amount within the limits and click ‘Next’.
Regardless of the medical plan you chose; you will be asked if you want to enroll in a Dependent Care FSA. To enroll, click “Select Plan” enter your desired contribution amount within the limits and click ‘Next’. Again, this FSA is only for qualified daycare expenses.
• That will complete your Medical Benefit Enrollment.
• Click the green save button at the bottom of the page
• Before clicking on the green “Complete Enrollment” button scroll down to review each of the other benefit options available, make any changes necessary by clicking the “Edit coverage” button
• For the Open Enrollment process the workflow will stop. You can print a Benefit Detail Report, view and edit benefits or continue to the next page.

• Remember to upload any documents that may be needed if you added any new dependents or you needed to complete the working spouse affidavit.