

# Norwich University Cafeteria Plan Online Enrollment Instructions

**Welcome to Norwich University! Please read the following instructions carefully so you will have a “no hassle” online enrollment. However, should you find that you do need assistance, feel free to call Human Resources at any time.**

**Deadline** – the absolute deadline for completing your online Enrollment and Election Form is one month (30 days) after your date of hire. If you fail to complete your online form by the deadline, you will forfeit your Monthly Benefit Allowance (MBA) as well as your benefits for the month of hire. If you fail to complete the online Enrollment and Election Form within two months (60 days) of hire, you will forfeit your benefits until you have a change of status or the next open enrollment period. Open enrollment takes place in May of every year and every employee must again complete the online enrollment.

**Resources** – In addition to the creation of this instructional pamphlet to assist you in completing your enrollment, the following pieces of information are available online:

- ➔ **Information and Worksheet Booklet** (designed to provide assistance in completing the election and enrollment form)
- ➔ **Explanation Booklet** (designed to provide more detailed information) (Medical Plan Options, Dental Plan Options, Cover Memorandum and Explanation Kit for the Health Care and Dependent Care Flexible Spending Account, and Cover Memorandum and Explanation of Premium Conversion).

**Medical Options** – You have the opportunity to choose from three options: an HMO option, a POS (Point of Service)

option or no medical coverage.

For further information on these options, please review the Medical/Hospital Plan Range of Options section in the online Explanation Booklet.

**Update of HCFSA eligible expenses** – As a reminder, over-the-counter (OTC) medications are now considered an eligible expense for reimbursement under your HCFSA. This new definition now allows most over-the-counter drugs as eligible expenses such as antacids, allergy medicine, pain relievers and cold medicine. Dietary/weight loss supplements and non-prescribed vitamins are still considered ineligible. If you rely on non-prescription medicines to aid chronic health problems or alleviate/treat personal injuries and sickness, then don’t forget to include these items when you estimate your HCFSA costs. An expanded list of eligible/ineligible expenses can be found as a link from the HCFSA section of your Enrollment form.

**Instructions for completing your enrollment:**  
**Before you log into the system** please have the following information with you:

- ✓ CLiC ID
- ✓ User ID and PIN
- ✓ Health Care and Dependent Care expense Information.
- ✓ Beneficiary information including social security number(s).
- ✓ Spouse’s current employer’s name and address.
- ✓ If you are opting out of medical insurance you will need the name and address of other insurance company, contact person, policy #, certificate number, and coverage classification. Spouse/dependent(s) social security number and date of birth.

**NOW...**

1. Enter Your Web Browser.
2. Select CLiC and sign on
3. Select Banner Web tab.
4. Enter your User ID and PIN.
5. Press “login”.
6. Select “Personal Information”.

7. Select “Cafeteria Online Election Form”.
8. Review/verify the pages that are pre-populated. (If you cannot make corrections, or if earnings are blank notify HR.) Any section that has an “\*” must be completed. If you need to see what the cost difference is for the different Medical or Dental options, simply select a different option from the drop down menu and the costs will be automatically recalculated.
9. Once you are satisfied with your selection(s), click on “please proceed”.
10. Please review the information on this page. Make sure that all the information is correct. If something is incorrect and needs to be changed, at the bottom of the page click on “return to main input form” and make any changes necessary. Again, click on “please proceed”.
11. If the information on this page is correct, click on “accept elections”. **Do not select “accept elections” unless you are absolutely sure the elections are correct.** Any elections and changes that you made will not take effect until you click on this button.
12. A message will appear saying your elections have been saved.
13. Select link to return to menu.

## CONGRATULATIONS!

You have completed your online enrollment. Don’t forget to re-enroll toward the end of every May when notified by CLiC messages.

**For further information, please contact:**

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158 Harmon Drive  
Northfield VT 05663

Phone: 802.485.2075