



# ONLINE ENROLLMENT AT A GLANCE

## Open Enrollment

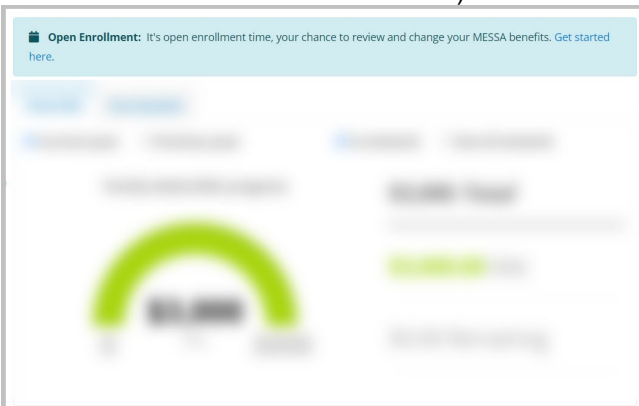


### Creating/Logging in to your MYMESSA Account

- Go to [www.messa.org](http://www.messa.org)
- Click MyMESSA Login
- Log in to your account
- If you do not have an account, Create one now

### Accessing MESSA's Online Benefits Website

- Once logged in to your account, click on the **“Open Enrollment: Get started here”** link in the blue box. (If you do not see this link, please call Member Services at 800.336.0013).



### Electing Benefits

- Click **“Make Open Enrollment Elections”** link.

### Demographics

- Review your Demographic Information and make any necessary updates.
- When finished, click the **“I agree”** box and click **“Continue”**.

### Dependents

- Review/add/edit your Family Information.
- When finished, click the **“I agree”** box and click **“Continue”**.

### Benefit Election

- To elect benefits, click on **“View Plan Options”** Step

- To cover a dependent, check the box next to their name and click continue.
- To remove a dependent, uncheck the box next to their name.
- Click **“Continue”**.
- Select a benefit plan by clicking **“Select”**.
- When finished electing all benefits, click **“Continue”** on the right-hand side.

## Beneficiaries

- It's recommended that you designate at least one primary beneficiary.
  - Add a beneficiary to this plan from your dependents or add a new beneficiary.
  - Click 'Add Selected'.
  - Percentage total must equal 100%.
- When finished click **"Continue"**.

**Basic Term Life**  
Please choose your beneficiaries

**Primary Beneficiaries**  
If you list your estate as beneficiary, the proceeds will go through probate. Probate is the process by which a court verifies estate funds and property are distributed to the correct beneficiaries.

! There are no beneficiaries added to this plan. If this was made in error, click on "Add Beneficiary" button below.

**Add Beneficiary**

**Negotiated Life**  
Please choose your beneficiaries

**Primary Beneficiaries**  
If you list your estate as beneficiary, the proceeds will go through probate. Probate is the process by which a court verifies estate funds and property are distributed to the correct beneficiaries.

! There are no beneficiaries added to this plan. If this was made in error, click on "Add Beneficiary" button below.

**Add Beneficiary**

## Other Medical Insurance

- If you and/or a dependent are enrolled in MESSA medical coverage and have other medical coverage, you will be required to enter information about the other coverage.
- Click **"Yes"** next to **"Current or Prior Coverages"** and enter the following information.
- Once you have entered the information, click **"Save"**.
- If you do not have other medical coverage, keep **"Current or Prior Coverages"** as **"No"** and click **"Continue"**.

## Review and Confirm

- Now that you have elected all of your benefits, review your selections and scroll to the bottom of the page to view the "Participation" statement. Check the **"I agree, and I'm finished with my enrollment"** box.

**Review and Confirm**

**Please Review All of Your Selections**

Once you have completed your review, click the "Complete Enrollment" button at the right side of the page.

CHANGED BENEFITS: [Medical](#) [Dental](#) [Vision](#) [Basic Term Life](#) [Optional Supplemental Term Life](#) [Optional Basic Term Life](#)  
[Optional Survivor Income Insurance](#) [Optional Dependent Life](#)

\*INDICATES CHANGED BENEFITS

Your Total Cost **\$0.00**  
Per Month

**Medical\*** Your cost per month **\$0.00**

**Warning:** This benefit election is pending until approved by your Benefits Administrator

**MESSA ABC Plan 1** Blue Cross Blue Shield of Michigan  
Coverage: **Employee + Dependent** Cost Details Per Month

Who will be covered on this plan:

Name	Relationship	Coverage
Adam Tests	Employee	Cover
Sally Tests	Spouse	Cover
Chloe Tests	Daughter	No Coverage

**I agree, and I'm finished with my enrollment**

## Confirmation Statement

- You may view, email, or print your confirmation statement.

**Your enrollment is complete!**

You may make changes to your elections until **March 21, 2020**

Please view your enrollment confirmation statement and verify that your selections are correct.

Click the "Print" button to print a copy of your enrollment confirmation statement for your records, click "Email" to email yourself a copy of the statement. If you would like to make changes to your enrollment selection, click the "Edit Selection" button located under each plan.

MESSA is not responsible for the costs shown.

**Your Confirmation Statement is ready**

Your Confirmation Statement is an overview of your new benefits and costs for your review and records.

**VIEW** **EMAIL** **PRINT**