


You will receive the **New Hire Benefit Enrollment** action in your inbox on the first day of the enrollment period. For additional information or questions, please reference the benefits website www.lghealthbenefits.com or email the LGH Benefits team at lg-health@penmedicine.upenn.edu.

Step 1: Add/Update Dependent(s) *If you are not adding dependents to your benefits, skip to Step 2.



Note: Dependents whom you will provide coverage for must be added and/or updated prior to completing the New Hire Enrollment action.

1. Select the **Benefits** application on your home screen.
2. In the Change section, click **Dependents**.
3. Click **Add or Edit**.
4. Click the **Edit** icon  to add dependent information. Required fields are denoted by asterisks. You will need to enter your dependent's name exactly the way it appears on their Social Security Card, their relation to you, date of birth, gender, Social Security or Tax ID number, and address. You are required to attach documentation to verify identity and eligibility for the dependent you are adding prior to submitting the dependent.



Note: If you want your dependent to be added as a life insurance beneficiary, be sure to select the **Use as Beneficiary** box and then add them as a beneficiary during the Change Benefit Elections New Hire/Rehire action.


5. Click **Submit**. Once the documentation for your dependent is

submitted, it will route to the benefits team for review and approval. If additional documentation is needed, the task will be sent back to you.

6. Repeat steps 1-5 for all eligible dependents.

Step 2: Enroll in Benefits

Your elections will all be defaulted to waive. You must enroll into the coverages you wish to participate in.

1. Select the **Inbox** icon  from the homescreen.
2. Select the **New Hire Benefit Enrollment** action from the list.
3. Click "Let's Get Started" to make your benefit elections. This process will show you multiple tiles to verify, change or cancel your current coverages. Select **Save for Later** to save your changes and the action in your inbox if you need to step away at any point (this does not complete the action or submit your elections). Once you are satisfied with your benefit elections, click **Review and Sign** to complete the enrollment process. Click **Print** to print a copy of your benefit elections or click **Done** to complete the action.

Tile 1 – Medical Elections

- Click **Manage** to open up the coverage offering
- **Elect / Waive** your medical benefits and click **Confirm and Continue**
- **Enroll Dependents** on the next screen by clicking the check box under **Select**
- Click **Save** once complete



Note: Dependents you plan to cover must be added before completing the New Hire Enrollment Change action. See Step 1 for directions.

Tile 2 – Dental Elections

- Click **Manage** to open up the coverage offering
- **Elect / Waive** your dental benefits and click **Confirm and Continue**
- **Enroll Dependents** on the next screen by clicking the check box under **Select**
- Click **Save** once complete

Tile 3 – Vision Elections

- Click **Manage** to open up the coverage offering
- **Elect / Waive** your vision benefits and click **Confirm and Continue**
- **Enroll Dependents** on the next screen by clicking the check box under **Select**
- Click **Save** once complete

Tile 4 – Health Savings Elections

- Click **Manage** to open up the coverage offering
- **Elect / Waive** HSA elections. If elected, enter the **Contribution Amount** either by annual or per paycheck amount. Entering one will populate the other.
- Click **Confirm and Continue**
- Click **Save** once complete.



Note: The Health Savings Account may only be elected if enrolled in the LG Consumer plan. If you selected the LG Select plan or waived health benefits completely the Elect / Waive option will be disabled.

Tile 5 – Healthcare Flexible Spending Account (FSA)

- **Elect / Waive** Healthcare FSA coverage
- If elected, enter the **Contribution Amount** either by annual or per paycheck amount. Entering one will populate the other.



Note: The Healthcare FSA is for health expenses for you and your dependents.

The Healthcare FSA may only be elected if enrolled in the LG Select plan or no medical plan. If you selected the LG Consumer plan you may not elect this spending account.

Tile 6 – Dependent Care Flexible Spending Account (FSA)

- **Elect / Waive** Dependent Care FSA coverage
- If elected, enter the **Contributions** either by annual or per paycheck amount. Entering one will populate the other.



Note: The Dependent Care FSA is for Child Care related expenses.

The Dependent Care FSA may be elected regardless of which Health Care Election you made or if you are not participating in the medical plan.

Tile 7 – Voluntary Short Term Disability (STD)

- Click **Manage** to open up the coverage offering
- **Elect/Waive** your Voluntary STD and click **Confirm and Continue**
- Click **Save** once complete.



Note: All employees are enrolled and eligible for the Employee Assistance Program (EAP) benefit plan through Quest at no premium.

“Review and Sign”

- Review your elections and ensure they are accurate
- Once your elections are complete, click **Review and Sign**
- Review the final page and click **Submit**



Note: If you wish to change your Benefit Elections after submitting within 25 days of your hire please contact the Benefits Team to assist you.

LGH-Benefits@pennteam.upenn.edu