

Enrollment for VSP Vision Care

1. Login at portal.ec.uhnj.org
2. On the Welcome screen, scroll down to Self Services Banner and click Self Service Banner

Self Services Banner

Self Service Banner

[PIN Reset Instructions \(Two-Factor Authentication\)](#)

- a.
 - b. Login with your A-Number and PIN
3. On the Employee Services Tab, Select “Benefits and Deductions”



Employee Services

[Benefits and Deductions](#)

View your retirement plans, health insurance inform

- a.
4. Click on Open Enrollment



Benefits and Deductions

[Retirement Plans](#)

[Health Insurance](#)

[Flexible Spending Accounts](#)

[Miscellaneous](#)

- a. [Open Enrollment](#)

5. Click on Health in the Group Benefit Status Section

Open Enrollment Summary

The Open Enrollment process will allow you to enroll in a vision insurance beneficiary and dependents at the bottom of the Open Enrollment page

Open Enrollment Start Date: Sep 25, 2023

Open Enrollment End Date: Oct 31, 2023

Benefits Effective Date: Dec 17, 2023

Group Benefits Status

Health VSP Vision Care Buy Up Plan will be started in the new year.

- a.
6. Select one of the Options for VSP under Health Group: VSP Vision Care or VSP Vision Care Buy Up Plan

- a. Descriptions of each plan can be found at <https://universityhospital-acpt.vspforme.com/?view=post>

Open Enrollment Group Detail

This page displays your current benefits/deductions and the other options available to current values if you wish to start over.

Health Group

VSP Vision Care You have not selected this benefit deduction.

VSP Vision Care Buy Up Plan You have not selected this benefit deduction.

- b.
7. Selecting VSP Vision Care will give you the options below

Open Enrollment Choice Detail

Enter data as desired and click the Buttons at the bottom of the form to process

✓ - indicates a required field.

VSP Vision Care

Deduction Effective as of: Dec 17, 2023

Plan OPT	Amount	My Choice
Employee	3.6000	<input type="radio"/>
Employee + Child(ren)	7.7000	<input type="radio"/>
Employee + Family	12.3100	<input type="radio"/>
Employee + Spouse	7.2000	<input type="radio"/>

8. Selecting VSP Vision Care Buy Up Plan will give you the options below:

Open Enrollment Choice Detail

 Enter data as desired and click the Buttons at the bottom of the form to process

✔ - indicates a required field.

VSP Vision Care Buy Up Plan

Deduction Effective as of: Dec 17, 2023

Plan OPT	Amount	My Choice
Buy Up Employee	4.9600	<input type="radio"/>
Buy Up Employee + Child(ren)	10.6300	<input type="radio"/>
Buy Up Employee + Family	16.9900	<input type="radio"/>
Buy Up Employee + Spouse	9.9400	<input type="radio"/>

[Add Choice](#)

9. Select the My Choice box for one of the plans with the appropriate level of coverage. Then click Add Choice to save your selection
 - a. This will bring you back to the Open Enrollment Group Detail screen listing the employee amount per pay period. Click Open Enrollment to continue.

Open Enrollment Group Detail

 This page displays your current benefits/deductions and the other options available within the benefit group. To update your choices, click on the title of the benefit/deduction. The Restart Group button will reset your changes back to current values if you wish to start over.

Health Group

VSP Vision Care You have asked to start this benefit in the new year

Plan OPT	Amount
Employee + Spouse	7.2000

VSP Vision Care Buy Up Plan This benefit deduction cannot be selected as you have selected the following:
VSP Vision Care

[Restart](#)

[Open Enrollment](#)

- b.
10. The Open Enrollment Summary page will be displayed. Click Complete to finalize your selections.

Open Enrollment Summary

 The Open Enrollment process will allow you to enroll in a vision insurance plan. If you do not wish to enroll in a vision plan you do not need to proceed any further. If you wish to enroll your dependents in your vision plan please click beneficiary and dependents at the bottom of the Open Enrollment page. When you have completed your selections, click Complete Open Enrollment to submit your changes.

Open Enrollment Start Date: Sep 25, 2023

Open Enrollment End Date: Oct 31, 2023

Benefits Effective Date: Dec 17, 2023

Group Benefits Status

[Health](#) VSP Vision Care will be started in the new year.

a.

11. Click on the Employee Services tab, Click on Benefits and Deductions and Select Coverage and Allocations Summary



The screenshot shows a navigation bar with two tabs: "Employee Services" (active) and "Faculty Services". Below the tabs is a search bar with the text "Search" and a "Go" button.

Employee Services

[Benefits and Deductions](#)

View your retirement plans, health insura

a.



The screenshot shows a navigation bar with two tabs: "Employee Services" (active) and "Faculty Services". Below the tabs is a search bar with the text "Search" and a "Go" button.

Benefits and Deductions

[Retirement Plans](#)

[Health Insurance](#)

[Flexible Spending Accounts](#)

[Miscellaneous](#)

[Open Enrollment](#)

[Beneficiaries and Dependents](#)

[New Hire Enrollment](#)

b.

[Coverage and Allocations Summary](#)

12. In the "Enroll Coverage and Allocations" selection click Coverage Details

Beneficiaries and Dependents Information

William Woodard III, A10703473
 Self, Born on Jan 20**** and Does not attend college.

No Coverage, No Allocations

Test Baby
 Child, Born on Jul 01**** and Does not attend college.

No Coverage, No Allocations

Enroll Coverage and Allocations

Enrolled Benefits Information

Benefit or Deduction Action	Status	Start Date	Stop Date
VSP Vision Care	Active	Dec 17, 2023	

[Return to Top](#)

13. On the Benefits Coverage page, check the Choose Benefit box for your Dependents to be covered and enter 01/01/2024 as the Begin Date

Benefits Coverage

Enter the Begin Date of coverage, indicate Other Coverage from the pull-down list, if applicable, and select the checkbox under Choose Benefit. When ending coverage, enter the End Date and the Deduction Termination Reason, if applicable, and select the checkbox under Choose Benefit to update.

✓ - indicates a required field.

VSP Vision Care

Status: Undefined Status
 Start Date: Dec 17, 2023
 Stop Date:

Choose Benefit	Name	Relationship	Existing Coverage	Begin Date MM/DD/YYYY	End Date MM/DD/YYYY	Deduction Termination Reason	Other Coverage
<input checked="" type="checkbox"/>	William Woodard III	Self	No	01/01/2024		Not Selected	No other coverage
<input checked="" type="checkbox"/>	Test Baby	Child	No	01/01/2024		Not Selected	No other coverage

a.

14. Click Choose or Update to Continue

Choose Benefit	Name	Relationship	Existing Coverage	Begin Date MM/DD/YYYY	End Date MM/DD/YYYY	Deduction Termination Reason	Other Coverage	Messages
<input type="checkbox"/>	William Woodard III	Self	No	01/01/2024		Not Selected	No other coverage	✓ Successfully updated.
<input type="checkbox"/>	Test Baby	Child	No	01/01/2024		Not Selected	No other coverage	✓ Successfully updated.

a.