

## Quick Start Your Benefit Connection on the “Connects” Enrollment System

### How to Connect to Your Benefits

Online enrollment is a convenient way to sign-up for the benefits you want and update dependent information - all in one easy session. Annual enrollment begins on Monday October 19, 2010 and will continue to November 2nd, 2010.

### Things to keep in mind...

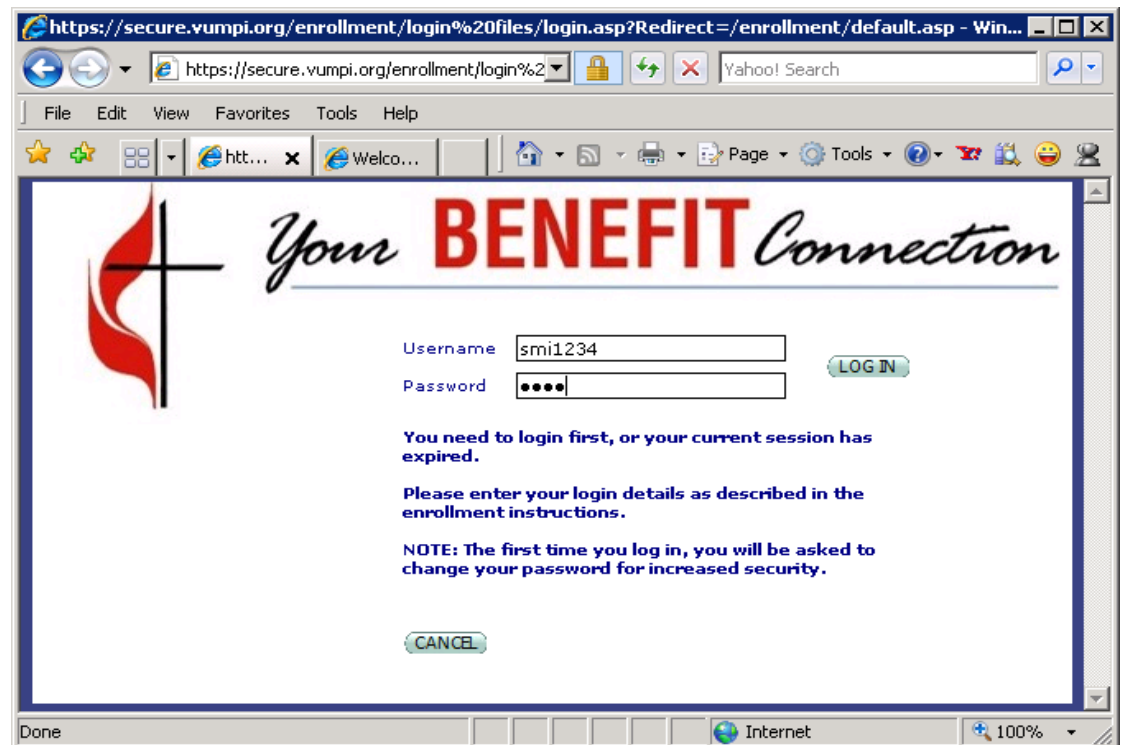
- ❖ You can enroll from any computer with Internet access – including your home computer or a computer at your local library.
- ❖ Access the online enrollment system 24 hours a day, seven days a week during the open enrollment period – October 19 through November 2nd.
- ❖ When you complete your enrollment, be sure to print a summary of your choices for your records.
- ❖ Each web page has its own instruction at the bottom of the page.

### To enroll follow these 7 steps:

#### Step 1: Login In

Go to [www.vaumc.org](http://www.vaumc.org) on the Internet. Once on the conference website look for an announcement about “2010 Annual Open Enrollment”. Or you can go to “Offices/Staff”, “Conference Offices” and scroll down to “Pensions and Benefits Office” click on the words “Pensions and Benefits Office” and it will take you directly to the annual open enrollment website.

Your user name is the first three letters of your last name and the last four digits of



The screenshot shows a web browser window displaying the login page for the VUMPI enrollment system. The browser's address bar shows the URL: <https://secure.vumpi.org/enrollment/login%20files/login.asp?Redirect=/enrollment/default.asp>. The page features a logo on the left consisting of a red flame-like shape and a black cross. To the right of the logo, the text reads "Your **BENEFIT** Connection". Below this, there are two input fields: "Username" with the value "smi1234" and "Password" with four dots. A "LOG IN" button is positioned to the right of the password field. Below the input fields, there is a message: "You need to login first, or your current session has expired." followed by instructions: "Please enter your login details as described in the enrollment instructions." and a note: "NOTE: The first time you log in, you will be asked to change your password for increased security." At the bottom of the form area, there is a "CANCEL" button. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

your social security number. The password is the last four digits of your social security number.

### Step 2: Reset Your Password

The first time you use the system you will be required to reset your user name and password.

### Step 3: Welcome

You have several options when you use CONNECTS. By clicking the appropriate button, you may:

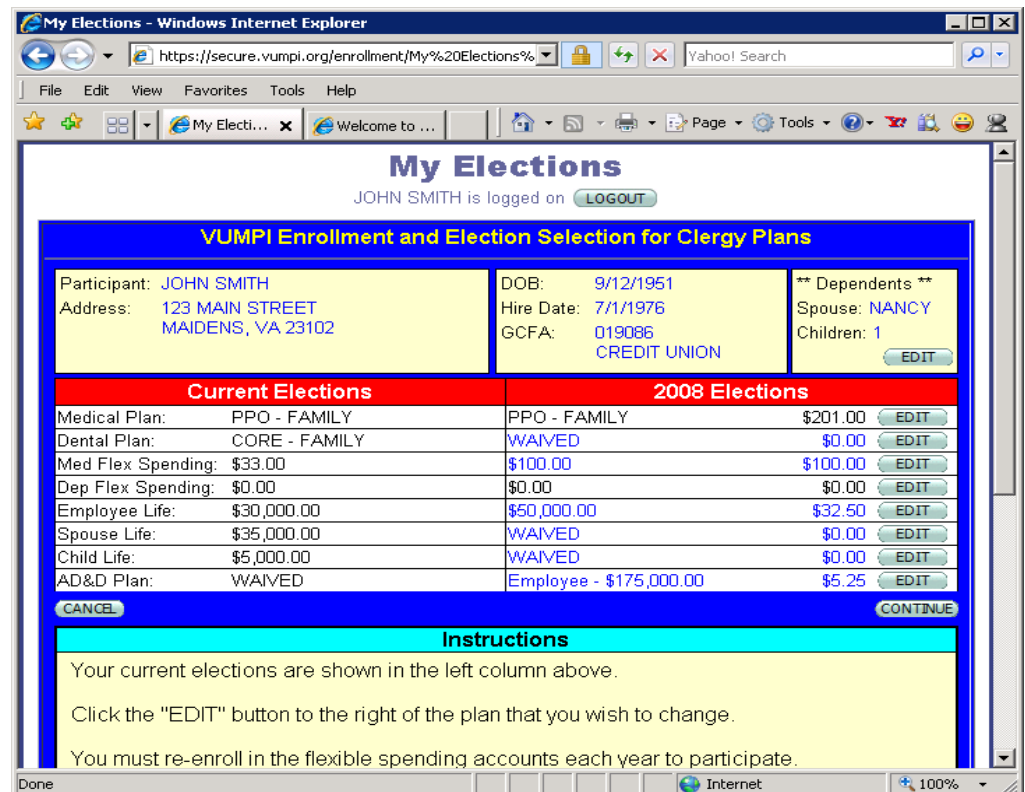
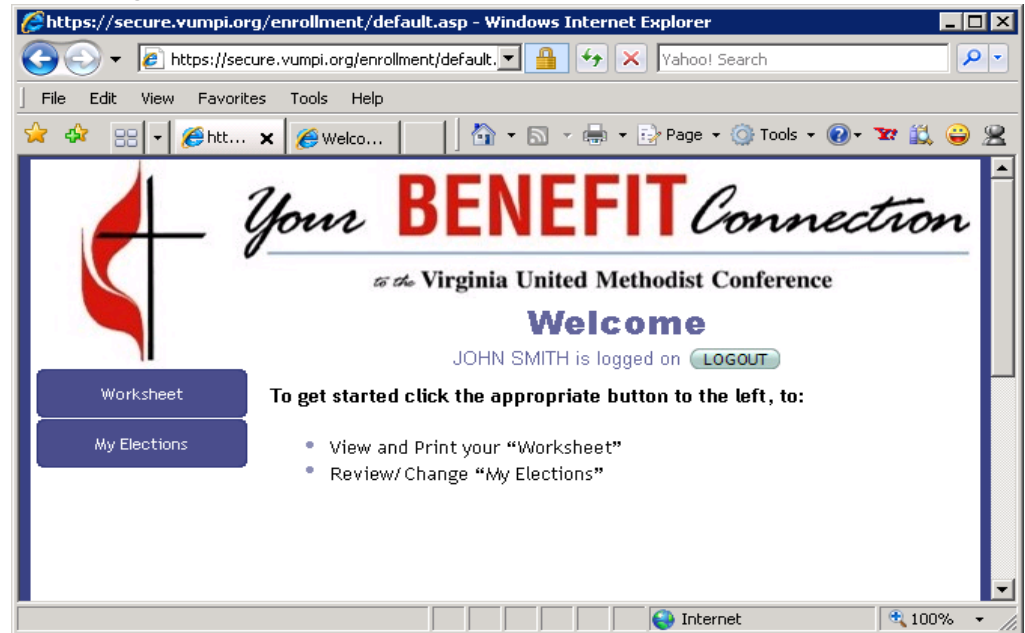
- View and Print your "Worksheet"
- Review/Change "My Elections"

### Step 4: My Elections

Compare your current elections and 2010 elections. If you want to make a change click the "Edit" button next to the elections, a new screen will open. Choose the option you want by clicking the "Select" button. Correct errors by selecting "Error" button and making the appropriate changes.

To view or change your existing covered dependents, click on the "Edit" button under the "Dependents" box right above your "2010 Elections". For each dependent displayed, enter the information that is missing or need to be updated.

To delete a dependent, click the "Delete" button next to the dependent you want to remove. Once you have completed your changes click the "Continue" button. If you do not currently have any covered dependents and want to add dependents



you can do so after you change your medical election from “Individual” to “Family”. Once you complete the “Select” process click the “Edit” button under the “Dependents” box right above your “2010 Elections”.

**Step 5: Student Status Confirmation**

If you elect the PPO medical plan you will be required to verify the Student Status for children between age 19 to 25. Check the appropriate box and then click “Continue”.

**Step 6: Evidence of Insurability**

If you select to “Edit” the Employee Life, Spouse Life or Child life and increase coverage you will be required to validate that you will print the Medical History statement. You will need to complete the Medical History statement and send it to the carrier for review. The coverage amount you currently have will remain in place until the carrier approves your new 2010 election.

**Step 7: Congratulations!**

After making your elections, you will see the “Congratulations” screen. Print your confirmation statement for your records. To finish, close the confirmation statement screen and click the “Logout” button at the top of the page.

***Thank you for your STEWARDSHIP by enrolling on-line with .....***

***CONNECTS!***

