

YOUR ENROLLMENT QUICK START GUIDE



Enroll in WEA Select Benefits with UPoint®

Enrollment is your opportunity to choose the benefits you and your family need. UPoint makes choosing your WEA Select benefits fast, easy, and convenient.

Enrollment takes just a few clicks! This step-by-step guide will help you explore, compare, and elect your benefits.

Ready to Get Started?

Our UPoint system makes choosing your benefits easy.

Step 1: Log on to UPoint at <http://resources.hewitt.com/wea>

If you're a first-time user, you'll need to create a user ID and password. Be sure to write them down so you don't forget. If you're having trouble logging on, click **New User? (A)**.

If you're a returning user, enter your user ID and password. If you don't remember your password, click **Forgot User ID or Password?** If you are still having difficulties, click **Trouble Logging On? (B)**.

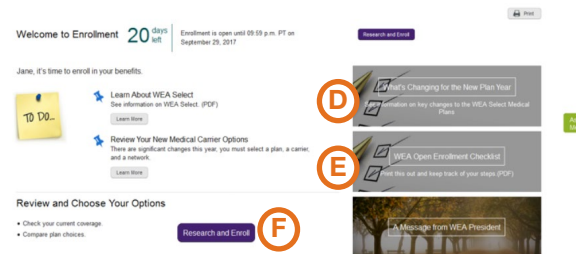
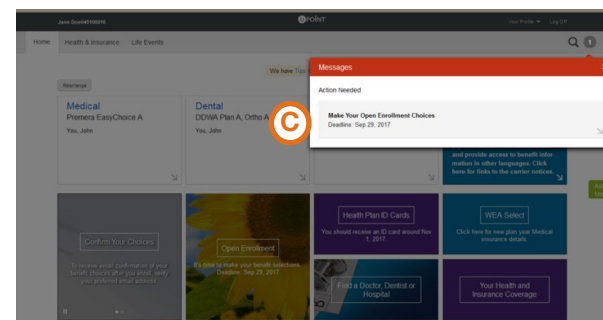
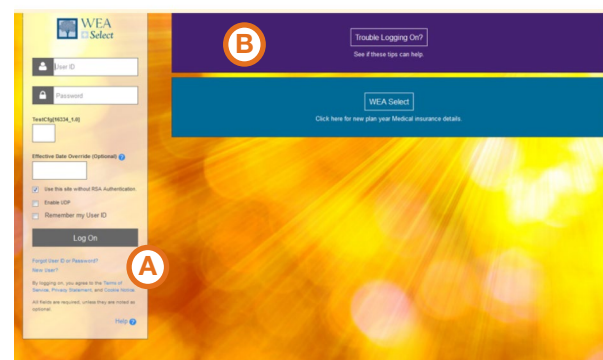
Step 2: Read Your Messages

Important messages, including enrollment deadlines, will be posted in the message box at the upper right portion of the home page. Click the **Make Your Open Enrollment Choices (C)** button to start the enrollment process.

Step 3: Review Your Materials

UPoint has a variety of tools and helpful information before you begin the enrollment process.

- Select the **What's Changing for the New Plan Year** tile **(D)** for an overview of the medical plans.
- Select the **WEA Open Enrollment Checklist** tile **(E)**. Print the list of important reminders.
- When you are ready, click the **Research and Enroll** button **(F)**. You will see your current coverage and find a number of tools to help compare your available plans and search for your providers.



OPTIONS for you
The CHOICE is yours

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Step 4: Use Tools and Make Your Elections

- In the left column, you will see your current benefits. In the right column, you will see the benefits you will have next year if you do not take action and enroll.
- The **View/Change** button (G) next to each plan allows you to make your election.
- First, choose who's covered for this benefit (H).
 - UPoint automatically adds dependents to all available coverages. You'll need to uncheck a dependent if you don't want him or her covered under a particular plan.
 - If adding a new dependent, you will need to:
 - Certify dependent eligibility by checking the box next to **I Agree**.
 - Watch for a letter requesting documentation of eligibility and respond.
- Next, use tools to help you compare the plans.
 - You may want to begin by checking to see if your preferred doctors and hospitals are in-network using the **Find Doctors and Facilities** tool (I).
 - See each version of a specific plan that is available to you by clicking the **View Plans** button (J).
 - Compare up to three plans (K).
 - Estimate what your total medical expenses might be in a plan, including the monthly premium and your out-of-pocket costs when you receive care (L).
- When you are ready to enroll, click the **Choose** button (M). You will be taken back to the **View/Change** screen.

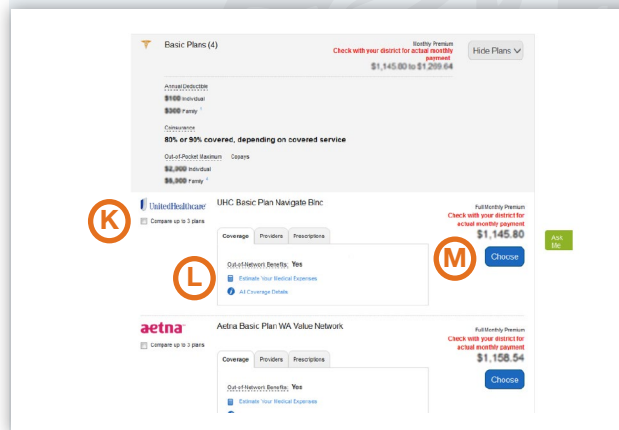
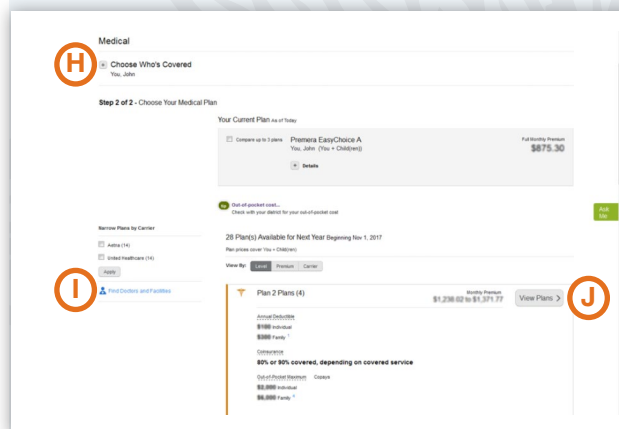
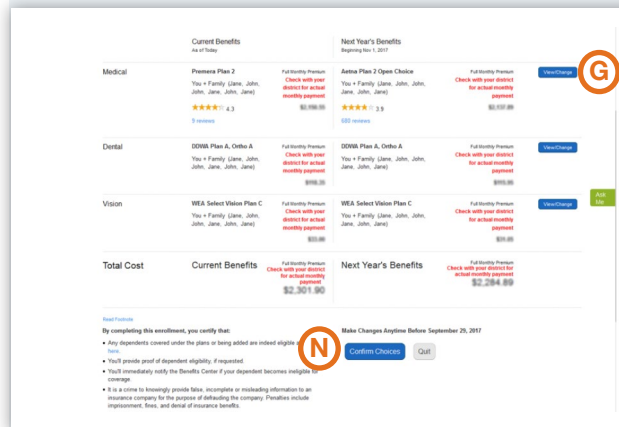
Step 5: Review and Confirm Your Elections

- On the **View/Change** screen you can review or change your benefit elections, as well as the dependents you cover.
- When you're done, click the **Confirm Choices** button (N) to save your elections.
- Print and save your confirmation page! It will be emailed to you if we have your email address on file.

Questions?

We're here to help! Just contact the WEA Select Benefits Center at **1-855-668-5039**, Monday through Friday, 7:30 a.m. to 5 p.m. Pacific time, or visit WEAselect.com.

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Remember

The WEA Select dental and vision plans have one monthly cost, no matter how many dependents you cover. Be sure that all your eligible dependents are covered under dental and vision!

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