

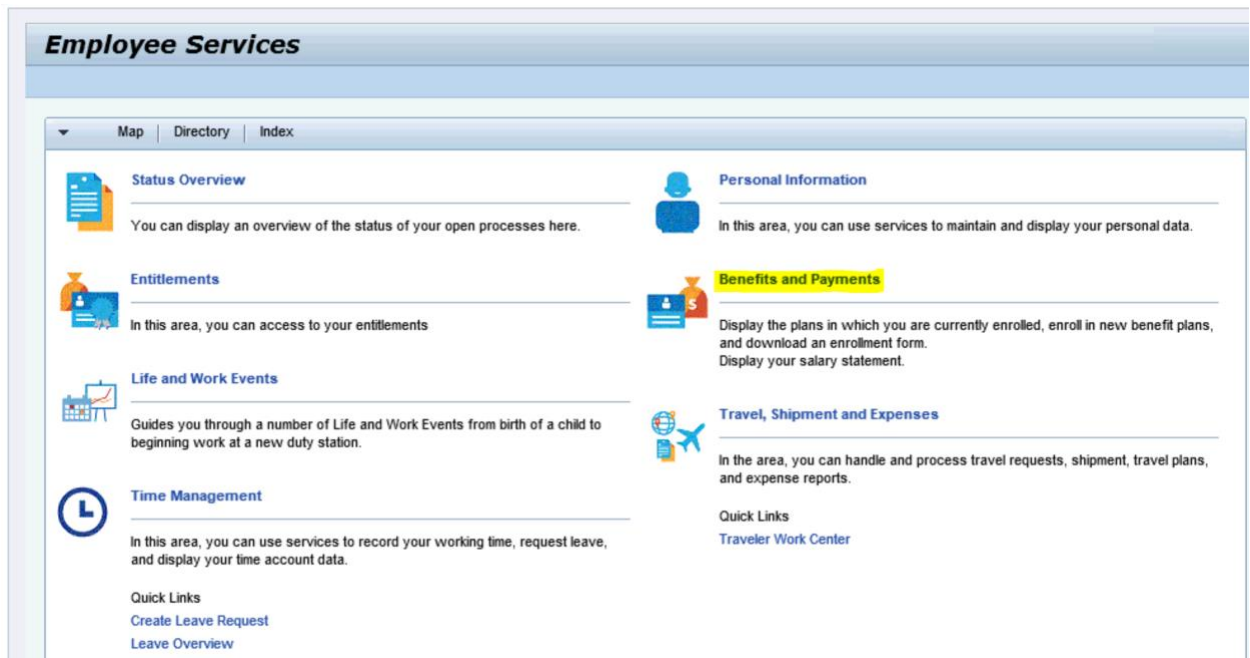
How to edit health insurance plan to remove dependents

Login in Umoja using your user credentials.

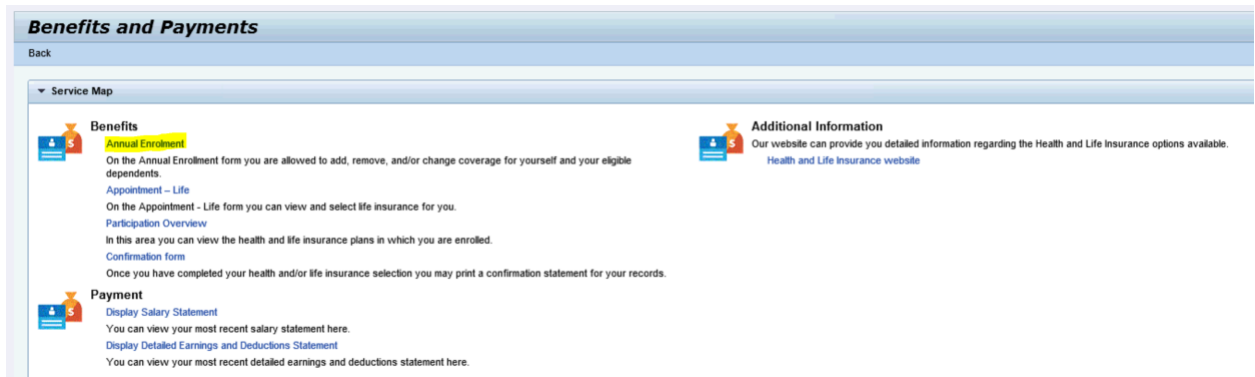
1. Select the “Employee Self-Service SM” tab which is highlighted below:



2. Click on “Benefits and Payments”:



3. Click on “Annual Enrollment”:



Enrollment screen is shown:

Enrollment

1 Plan Selection 2 Review Enrollment


Previous Review Enrollment

In this area you are able to select your benefits from the options available to you. Whenever, you edit a plan the available options will display. In addition, when applicable, you will be able to add your dependents to the plan.

Type	Plan	Enrollment Validity	Costs	Remarks
▼ 0001				
*	Medical	Starts on 01.07.2021	Empire Blue Cross PPO 689.98 USD Monthly	Blue Cross/Blue Shield Medical - SM + Family
▼ 0002				
*	Dental	Starts on 01.07.2021	Cigna Dental PPO 64.29 USD Monthly	Cigna Dental PPO - SM + Family

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

Add Plan Edit Plan Remove Plan

4. Click  to select the type of insurance.

Enrollment

1 Plan Selection 2 Review Enrollment


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Add Plan Edit Plan Remove Plan

5. Select 

Enrollment

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Add Plan Edit Plan Remove Plan

Pop-up will be shown, select OK:

Plan Selection

Please select a valid Benefit Plan from the offers available.

OK

6. A. Under “Offer for Medical” select next to the plan that states “You are currently enrolled in this plan:

B. Choose the coverage level desired.

C. Select

Offer for Medical

<input type="checkbox"/>	Aetna Open Choice PPO/POS	
A	<input checked="" type="checkbox"/> Empire Blue Cross PPO	You are currently enrolled in this plan.
<input type="checkbox"/>	Waive Medical	

Empire Blue Cross PPO - choose plan options (starts on 01.07.2021)

Option text	Dep.cover.text	Staff Member Cost	UN Subsidy	Payroll Currency
<input type="checkbox"/>	Blue Cross/Blue Shield Medical SM only	305.74	589.81	USD
<input type="checkbox"/>	Blue Cross/Blue Shield Medical SM + Child	541.22	1,246.31	USD
B	<input checked="" type="checkbox"/> Blue Cross/Blue Shield Medical SM + Family	689.98	1,905.60	USD
<input type="checkbox"/>	Blue Cross/Blue Shield Medical SM + Spouse	541.22	1,246.31	USD

7. Dependents currently enrolled are shown, to remove dependent deselect the dependent to be removed:

Enrollment

Plan Selection | **Plan Adjustment** | **Select Dependents** | Plan Selection | Review Enrollment

|

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	<input checked="" type="checkbox"/>
Child 1 BENEFITS	Child	<input checked="" type="checkbox"/>
Child 2 BENEFITS	Child	<input checked="" type="checkbox"/>
Child 3 BENEFITS	Child	<input checked="" type="checkbox"/>

Enrollment

1 → a → b → 1 → 2 →

Plan Selection Plan Adjustment **Select Dependents** Plan Selection Review Enrollment

◀ Previous Add Plan to Selection

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	<input checked="" type="checkbox"/>
Child 1 BENEFITS	Child	<input checked="" type="checkbox"/>
Child 2 BENEFITS	Child	<input checked="" type="checkbox"/>
Child 3 BENEFITS	Child	<input type="checkbox"/>

8. Select **Add Plan to Selection** and the below screen shot will be shown:

Enrollment

1 → 2 →

Plan Selection Review Enrollment

◀ Previous Review Enrollment ▶

In this area you are able to select your benefits from the options available to you. Whenever, you edit a plan the available options will display. In addition, when applicable, you will be able to add your dependents to the plan.

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▼ 0001				
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Add Plan Edit Plan Remove Plan

9. If desired, to remove dependent from dental insurance follow the same steps above but select dental insurance.

Otherwise, select **Review Enrollment** , and the below screen shot will be shown:

Enrollment

1 → 2 →

Plan Selection Review Enrollment

◀ Previous Save ▶

[Insurance website](#)

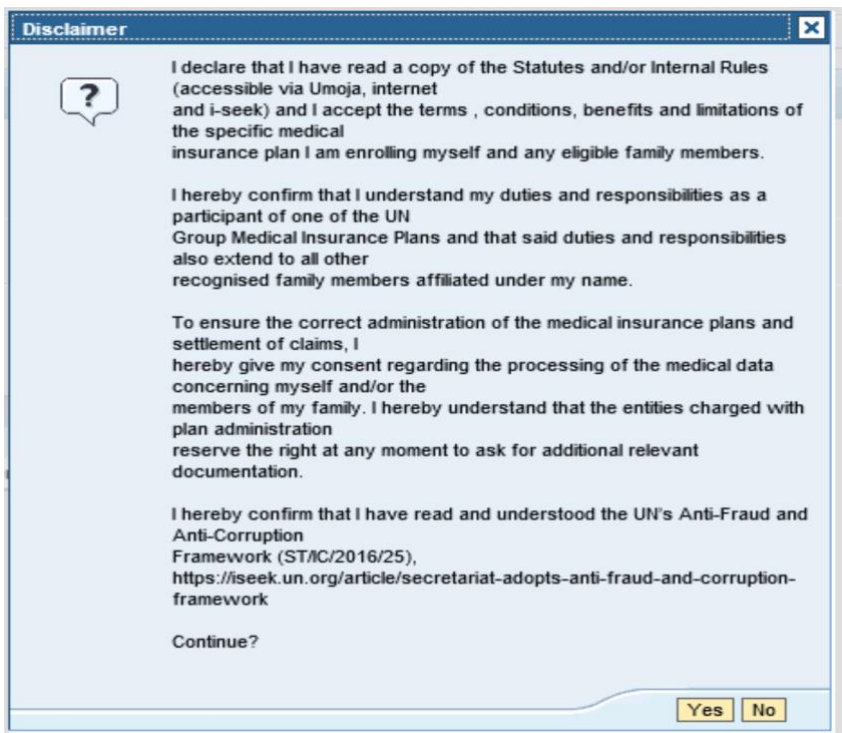
A summary of the plan(s) you are enrolled in is listed below.

Selection for Open Enrollment

Plan	Enrollment Validity	Costs	Actions	Previous Plan
▼ Medical				
•	Starts on 01.07.2021	Empire Blue Cross PPO 689.98 USD Monthly	Plan has been modified	Empire Blue Cross PPO

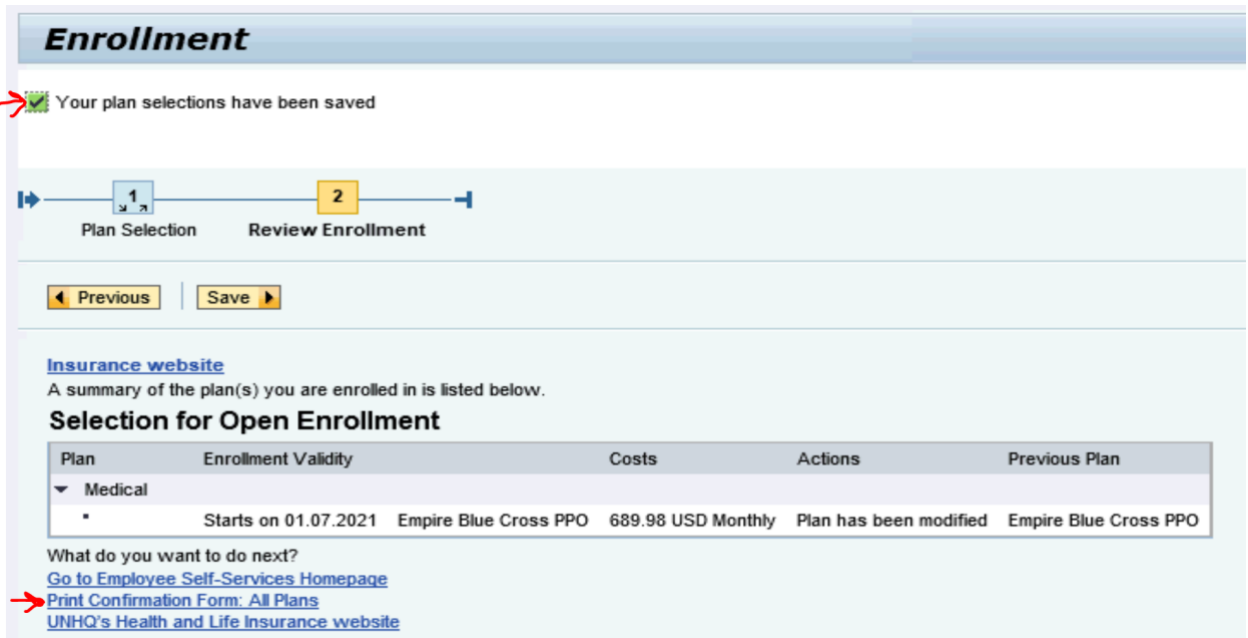
10. Select  to save the changes.

Disclaimer will be shown, select Yes.




Your enrollment is only complete when the message below is shown "Your plan selections have been saved."

You can also printout the confirmation form for your records.



Enrollment

 Your plan selections have been saved


Progress bar: 1 Plan Selection, 2 Review Enrollment

[Previous](#) | [Save](#)

Insurance website
A summary of the plan(s) you are enrolled in is listed below.

Selection for Open Enrollment

Plan	Enrollment Validity	Costs	Actions	Previous Plan	
Medical	Starts on 01.07.2021	Empire Blue Cross PPO	689.98 USD Monthly	Plan has been modified	Empire Blue Cross PPO

What do you want to do next?
[Go to Employee Self-Services Homepage](#)
 [Print Confirmation Form: All Plans](#)
[UNHQ's Health and Life Insurance website](#)