TO ENROLL, GO TO: - https://benone.wageworks.com/berklee/login

Use Mozilla Firefox or Google Chrome as your internet browser to complete the enrollment process. Do not use Safari or Internet Explorer.

Step 1. You must register before logging into the benefit enrollment site.

- On the next pages you will identify yourself and create your own user name and password to use each time you log in to the enrollment site.

- **Remember your user name and password.** If you lose or forget either one, return to the Log in page and click the Forgot User Name or Password link under the blue Log in bar to recreate one or both of them as needed.

- After registering you will be taken back to the Log in page. To enter the enrollment site, enter your **User Name** and **Password** and click the blue Log in bar.

- An **Authorization Page** will appear. Read the message thoroughly and click the “I agree with the above statement” link to continue the enrollment process.

- Upon registration, you will be prompted to **Edit Communication Information.** Enter your Berklee email address and click Save Changes. (Once you complete your enrollment, an email will be sent to this address indicating that you have completed the process.)
Step 2. Welcome to your Benefit Resource Guide

Navigation Tips…

- **Home**
  Click this tab to return to the Welcome to your Benefit Resource Center page.

- **Current Benefit Year**
  Click this tab for information on your current benefits. (You will also see your current benefit elections as you go through the enrollment process.)

- **Personal Information**
  Click this tab to view your personal information. (You will also be taken through this information during the enrollment process.)

- **Resource Center**
  Click this tab to view and/or download benefit documents/forms and other information that may be needed to complete your enrollment.

- **Contact**
  If you have questions, click here for contact information.
Step 3. Benefits Enrollment / Changes

• For Newly Eligible, click on the **New Hire Enrollment** Tab and then the red **Guide Me** button to begin the enrollment process.
For Status Changes, click on the Current Benefit Year Tab, then the Mid-Year Change Tab and click Next.
  o Select your Benefit Event, enter the Event Date and click Next to begin the change process.
  o Make note of any Required Supporting Documentation for Qualifying Events.

Personal Profile page
• Review personal information on the Personal Information tab.
• Report any changes as instructed on the page.

Dependents page
• Follow the instructions at the top of the page.
• You will have the opportunity to select eligible dependents that you want enrolled in each benefit (as applicable) on the specific benefit pages.

Benefit pages
• You will now be guided through each benefit screen.
• Carefully read the messaging at the top of each benefit page for specific benefit-related information.
• Follow the steps on each benefit page.
• You will need to specify which eligible dependent(s) will be enrolled in each of the medical and dental plans.
Benefits Summary and Confirmation page

• The Benefits Summary will list the elections you made during this enrollment session.
• You may make changes in this window by clicking on any of the benefit links. Click the Done button to return to the Benefits Summary.
• Click the Review button for the system to identify any errors.
• When you see Enrollment Review Complete (see screen shot below) you MUST click the red Complete Enrollment button.

• A pop-up box will appear (see screen shot below). You MUST click YES to submit your changes.

• You may now view and print your Confirmation Statement.

For security purposes, make sure you completely log off the system by clicking Logout on the Home Page.
Step 4. Submitting Required Documentation for Qualifying Events

**NOTE:** Required Supporting Documentation for Qualifying Events must be submitted within 30 days of the event.

<table>
<thead>
<tr>
<th>Event</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriage</td>
<td>Copy of certified marriage certificate or completed Berklee <strong>Affidavit of Domestic Partnership</strong>.</td>
</tr>
<tr>
<td>Divorce / Termination of Domestic Partnership</td>
<td>Divorce Decree issued by the court or Berklee <strong>Declaration of Termination of Domestic Partnership</strong>.</td>
</tr>
<tr>
<td>Birth / Adoption</td>
<td>Copy of birth certificate or letter from hospital, or copy of adoption / legal agreement.</td>
</tr>
<tr>
<td>Death of a Dependent</td>
<td>Copy of certified death certificate.</td>
</tr>
<tr>
<td>Employee Eligibility Change</td>
<td>Must submit acceptable supporting documentation of Eligibility change. (Example: A document from the other employer or a HIPPA notice stating coverage effective OR loss of coverage effective date).</td>
</tr>
<tr>
<td>Dependent Eligibility Change</td>
<td>Must submit acceptable supporting documentation of Dependent's Eligibility change. (Example: Copy of letter from spouse's employer indicating date of change OR certification indicating termination date of spouse's benefits.)</td>
</tr>
</tbody>
</table>

• **Submission of documentation:**
  - Email to: berklee@wageworks.com  
    *Do not send sensitive information such as Social Security Numbers through email.*
  - Fax: (262) 236-8411
  - Mail:  
    Berklee College of Music  
    C/O WageWorks  
    P.O. Box 991  
    Mequon, WI 53092-0991

• **Questions please call the Berklee Benefits Line at** (800) 511-2515