

New Hire Enrollment Instructions



SmartBen is our on-line enrollment tool. The site is accessible via the Internet at www.smartben.com and can be accessed 24 hours a day, seven days a week. The following tips will help you prepare for and complete the online enrollment process.

WVMCCD requires all new employees to enroll or waive benefit coverage. You will need to enroll to make your benefits elections (plan and/or coverage level), assign dependents, and designate your beneficiaries.

Before You Enroll

Take time to review the information in the Plans & Policies section. It will help you understand your benefit choices. Discuss it with your family, too! Click on the Plans & Policies icon and select a plan to review the plan details.

Steps to Complete Your Enrollment

Step 1: Log on to www.smartben.com and enter your **Username** (wvm + datatel number) and **Password** (eight-digit date of birth, MMDDYYYY format).

Example: wvm1234567 for wvm + Datatel number 1234567

Example: 06101964 for date of birth June 10, 1964

Step 2: From the home page, click the **Enrollment** icon. **TIP:** Wait for all icons to appear before you click on Enrollment.

Step 3: Click **Begin Enrollment**. You will now be able to review and elect your benefit options.

Step 4: You will enter the enrollment process at the **Benefit Manager** page. To make changes to a benefit, click on a benefit name. To make an election, click on the option you want. Click the **Confirm Election** button at the bottom of the page when you are finished.

People Manager is where your personal, spouse/dependent /beneficiary information is stored. Adding people into the People Manager section **DOES NOT** assign them to coverage. You will assign your spouse/dependent/beneficiaries in the enrollment process. To return to enrollment, simply click **Benefit Manager**.

Step 5: Once your elections are complete each benefit will have a green light in the status box. To proceed to the next step, click the button labeled "**Accept Benefits and Continue**."

Step 6: If you have not entered all required information, SmartBen will not process your enrollment. Click on any items in the **Enrollment Task List** and SmartBen will take you to the required page for corrections. Make your corrections, click Submit, Enroll or Save, whichever is applicable. Be sure to review any "Important Information" noted on this task page and click "Continue"

Step 7: You will now have the opportunity to **Review your Confirmation**. Examine your elections thoroughly, including dependent and beneficiary assignments, and enter your initials to acknowledge your agreement before clicking "Continue" at the bottom.

Step 8: **Congratulations!** You have successfully completed the enrollment process. Select the **Print** button for a copy of your Confirmation Statement.

Helpful Tips:

If you have any questions please call SmartBen's Care Advocate at (866) 978-2032

√ **TIP:** Answer all questions related to your benefit choices.

√ **TIP:** Use the Tab Key to navigate through the site. DO NOT use the Enter Key