You have the opportunity to submit your NUFlex Benefits changes online using Firefly’s Employee Self Service (ESS) website by 5:00 P.M. on the last day of the enrollment period. You can update or remove plans as many times as you like during the enrollment period. Each time, you will receive an updated Confirmation Statement the following day with your latest selection.

This online method is fast and convenient, and can be completed from any computer that has access to the internet. Instructions for completing the online enrollment process are provided below. Or if you prefer, video tutorials are available from a tile on the Firefly home page.

*Note: all dates/times listed are Central Time (CT).

*The NUFlex Benefits Enrollment will stop working after 30 minutes of inactivity and you will need to restart your enrollment. Please be aware of this fact if you are interrupted while completing your enrollment.

If you have questions about the online enrollment process, contact your Campus Benefits Office.

UNL 402-472-2600  UNO 402-554-3660  UNK 308-865-8522
UNMC 402-559-4340  UNCA 402-472-5258

NUFlex Links
NUFlex Benefit Enrollment Information | Price Tag Summary | Benefits Webpage

Review current benefits
At any time, you can review your current coverage as well as plans that are available, but you are not enrolled in. Click on the Benefits Participation tile.

Logging in to Firefly
• Use one of the internet browsers listed to access Firefly (https://firefly.nebraska.edu): Internet Explorer | Mozilla Firefox | Google Chrome | Safari for Mac. Do not use the Microsoft Edge browser (installed with Windows 10)
• Enter your NU ID* in the User ID field. * UNMC employees will receive special instructions from their campus regarding logon access.
• Enter your password in the Password field. If necessary, use the “Change Password and Login Help” option or contact the ITS Operations Center for assistance with your ID and password information. Refer to last page of this handout for contact information.
- Click **Log In**. Note: If you are required to use TrueYou Duo, you will need to authenticate to gain access into Firefly.

**Accessing NUFlex Benefits Enrollment**
- From within Employee Self Service (ESS), click on the **Benefits Enrollment** tile.
- Instructional videos are available to assist you through the process. Click on the Benefits Enrollment: Tutorials and Help tile on the Firefly home page.

**Enrollment Instructions**
Getting Started and important items to have before continuing with your benefit enrollment.

Click on **Start Enrollment**.

The Online Enrollment Statement will appear. Please read the statement and click on **Agree and Save** to indicate your electronic signature.
**Verify/Edit Permanent Address**

Review and if necessary, make changes to your permanent address. When finished, click on **Save**.

If your current year enrollment includes Voluntary Life Insurance, a pop-up message will appear with the Tobacco/Nicotine Designation. Make changes if necessary and click on **Save**.

**Benefits Enrollment Start Here**

The main screen contains a left-side navigation panel and a blue tabbed section on the right.
• From any menu, you can click on Confirmation Statement at the bottom left of the screen to review your existing plans (if applicable).
• Use the left side menu to navigate through health plans, insurance plans, and flexible spending accounts. Use the blue tabs at the top of the page to navigate to the Health Assessment, History, and Survey.

Blue tabs

Information
Provides information and links to important information regarding Benefits Enrollment.

2019 NUFlex Annual Benefit Enrollment Important information

This benefit enrollment site is utilized for annual benefit enrollment and new employee benefit enrollment. Since our health benefit plan providers do not change until January 1, 2019, many of the documents linked within the pages are being retained with current vendor information through the end of the year for new employee benefit enrollment. To find documentation for our new medical and dental providers, use the links listed below:

- Medical insurance through UMR
- Dental insurance through Ameritas

Benefits Enrollment Information

- Print the enrollment checklist
- Find answers in the Frequently Asked Questions
- Read the online enrollment guide
- Watch the benefit enrollment tutorials
- Review the price tag summary
- Look at the NUflex Benefit Enrollment information
- Check out the Benefits web page
- Fill out education institution Record of Prior Service form

Special Situations
- Employee Flex Care Information

Health Assessment

Click on Take the Health Risk Assessment to take the assessment. You should complete this every year to receive the enhanced wellness and preventative services benefit for you and your covered dependents who are enrolled in the University’s medical and prescription drug plans.
NUFlex Benefits Enrollment Guide

History
Any changes you have made during the enrollment period will be listed on this screen.

How Was It?
Take a brief survey to submit feedback on your benefits enrollment experience.

Left-side navigation panel
**Assurity Statement of Health**
If you enroll in or increase coverage for Voluntary Life Insurance or Dependent Life Insurance, you must complete the Assurity Online Statement of Health. If you do not complete the Statement of Health, your insurance will be reset to your current amount.

**Health Plans**
In this section of the NUFlex Benefits Enrollment, you can select *Medical Care Insurance*, *Dental Care Insurance*, and *Vision Care Insurance* to review or make changes to your life insurance plan coverages. From this list you can add, edit or remove benefit plans as needed.

- You can view a list of Insurance and Benefits Providers with contact information by clicking on the information icon located on each plan page.
- If you add a plan or make changes to an existing plan, you must click on at the bottom right to ensure your changes have been saved.
- If you are enrolled in a plan, you will see and the amount of coverage at the top right of the plan page.
Insurance Plans

In this section of the NUFlex Benefits Enrollment, you can select Long Term Disability Insurance, Voluntary Life Insurance, Long Term Care Insurance, Dependent Life Insurance – Spouse/AD, Dependent Life Insurance – Child, and Accidental Death & Dismemberment Insurance to review or make changes to your life insurance plan coverages. From this list you can add, edit or remove benefit plans as needed.

- To review current plan or enroll in a new plan, click on the corresponding left menu.
- You can view a list of Insurance and Benefits Providers with contact information by clicking on the information icon located on each plan page.
- If you add a plan or make changes to an existing plan, you must click on at the bottom right to ensure your changes have been saved.

Notes:

- If you enroll in or increase coverage for Dependent Life Insurance – Spouse/AD, you must complete a State of Health form.
- If you enroll in or increase coverage for Voluntary Life Insurance, you must complete a State of Health form. If you are enrolled in Voluntary Life Insurance, you must fill out the Tobacco/Nicotine Designation each year.

Flexible Spending Accounts

In this section of the NUFlex Benefits Enrollment, you can select Health Care Flexible Spending Account and Dependent Care Flexible Spending Account to review or make changes to your flexible spending account coverage.

- For issues to consider and more information regarding Flexible Spending Accounts, click on the information icon located on each plan page.
- If you add a plan or make changes to an existing plan, you must click on at the bottom right to ensure your changes have been saved.
- You must indicate your contribution every enrollment period, for both Health Care Account and Dependent Care Account, even if it is the same amount as the previous year.
Review Your Confirmation Statement

Validate your plans, coverage and price tags by clicking on the at the bottom of any screen.

- You can update or remove plans as many times as you like during the enrollment period. Each time, you will receive an updated Confirmation Statement sent to your work email account the following day with your latest selection. You can also download the PDF or immediately email the confirmation statement by clicking on the corresponding option at the bottom right of the page:

After Selections Are Made

- Take the Health Risk Assessment (HRA) survey for enhanced medical and prescription drug benefits. This will open a new browser window. The survey takes approximately 10-15 minutes and you must complete the survey in one sitting. You can also log back into Firefly at any time during the enrollment period to complete the survey.
- If Required:
  - Upload or mail your Dependent Verification form(s) to your Campus Benefit Office.
  - Complete the Assurity Life Insurance Statement of Health.
- Feedback (Optional) – please take a moment to provide comments on the enrollment process with this short survey.
- Click the (back arrow) to return to Firefly’s Employee Self Service.

You may repeat the above process at any time during open enrollment and changes will be accepted until 5:00 P.M. on the last day of the enrollment period.

Important Notes
• Contact the ITS Operations Center for assistance with your ID and password information.
  (402) 472-7373 | itservicecenter@nebraska.edu
• You can also contact your campus help desk:
  UNL – send e-mail to beth.benson@unl.edu  UNMC - call 402-559-5880  UNO - call 402-554-4357
  UNK - call 308-865-8522  UNCA - call 402-472-7373

• Windows users should use Internet Explorer, Mozilla Firefox, or Google Chrome. Do NOT use the Microsoft Edge browser (installed with Windows 10). Macintosh users can use Mozilla Firefox or Safari to complete their enrollment. Refer to Firefly’s home page for additional information on browsers.
• Important! Do not wait until the last minute to make your changes during the NUflex Annual Benefits Enrollment! During periods of high usage, online enrollment may be temporarily unavailable or have slow response time.