

Benefit Open Enrollment (November 1 - November 12)

MiSuite is your online system for viewing your employee record and for completing your online benefit enrollment.

Go to: https://app.misuite.org/_users/login.aspx
(This link is also available on our website Staff Resources page.)

1. Log in to your MiSuite employee record.
2. If you have trouble logging in to MiSuite, please contact **Paige Cronenwett** in HR (paige.cronenwett@kresa.org or 269-250-9340).
3. Go to your **Dependent tab** and review dependent information to be sure it all looks correct.
4. Go to your **Open Enrollment tab** to make your 2022 elections.
5. On the **Open Enrollment tab** you will see an **Available Benefits** section with a banner that reads, "You must submit your changes before the end of day 11/12/2021." Your current 2021 elections and dependents for all coverages will be shown below this banner.

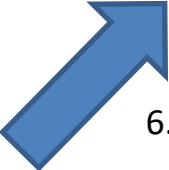
Available Benefits

You must submit your changes, before end of day **11/12/2021**

No changes to the level of your current benefits

Level	Benefit
Single (\$0.00) ▼	Dental - Tier 2
Single (\$0.00) ▼	Vision - Tier 2
No Thank You ▼	Medical Flex Blue - Tier 2
No Thank You ▼	Health Savings Account (Employee)
Single (\$90.00) ▼	Medical Versatile - Tier 2
No Thank You ▼	Flexible Spending Account
No Thank You ▼	Medical Waive
No Thank You ▼	Dependent Care Flexible Savings Account (Daycare and Adult Care)
No Thank You ▼	Voluntary Supplemental Life/AD&D
No Thank You ▼	Voluntary Supplemental Spouse Life/AD&D
No Thank You ▼	Voluntary Supplemental Child Life/AD&D
No Thank You ▼	Voluntary Supplemental Short Term Disability
\$40,000 - remove <input type="checkbox"/>	Voluntary Supplemental Life Insurance

Submit **Reset**



6. When you have made your elections, you must click on the submit button.

7. Once you click on the submit button you will receive one of two messages on the screen:

- A yellow banner that reads, “You have submitted your changes; you can still make changes before end of day 11/12/2021”. This means you can edit your elections by clicking on update **OR** reset your elections back to your 2020 elections by clicking on reset. You can make changes until the end of open enrollment at which time your last submission will be sent to HR.



Available Benefits

You have submitted your changes, you can still make changes before end of day 11/12/2021

No changes to the level of your current benefits

Level	Benefit	Category
Family (\$0.00)	Dental	Dental
Family (\$12.21)	Vision	Vision
Family (\$0.00)	Medical Flex Blue	Health
HSA Employee contribution	Health Savings Account (Employee)	HSA
No Thank You	Medical Versatile	Health
No Thank You	Flexible Spending Account	FSA
No Thank You	Medical Waive	Health
No Thank You	Dependent Care Flexible Savings Account (Daycare and Adult Care)	DCFSA
\$20,000	Voluntary Supplemental Life/AD&D	Optional Life 1
No Thank You	Voluntary Supplemental Spouse Life/AD&D	Optional Life 3
\$5,000	Voluntary Supplemental Child Life/AD&D	Optional Dep Life 1
No Thank You	Voluntary Supplemental Short Term Disability	Optional STD

Update **Reset**

- An orange banner that reads, “Please check the following”. This means you have errors on your elections and need to correct those errors before you can submit. Each error will be explained so you can make a correction. Once you correct the error(s), click on the update button.

Available Benefits

You have submitted your changes, you can still make changes before end of day 11/12/2021

No changes to the level of your current benefits

Level	Benefit	Category
Family (\$0.00)	Dental	Dental
Family (\$12.21)	Vision	Vision
No Thank You	Medical Flex Blue	Health
HSA Employee contribution	Health Savings Account (Employee)	HSA
Family (\$170.00)	Medical Versatile	Health
No Thank You	Flexible Spending Account	FSA
No Thank You	Medical Waive	Health
No Thank You	Dependent Care Flexible Savings Account (Daycare and Adult Care)	DCFSA
\$20,000	Voluntary Supplemental Life/AD&D	Optional Life 1
No Thank You	Voluntary Supplemental Spouse Life/AD&D	Optional Life 3
\$5,000	Voluntary Supplemental Child Life/AD&D	Optional Dep Life 1
No Thank You	Voluntary Supplemental Short Term Disability	Optional STD

Please Check The Following:

- Medical Flex Blue - No Thank You: Dependents are prohibited if you are not enrolling in this cover
- Health Savings Account (Employee) - Must be enrolled in Medical Flex Blue to be enrolled in this c
- Medical Versatile - Family (\$170.00): 2 or more dependents must be selected.



- At the bottom of the page you will see an available documents section. This section contains forms you may need to complete based on your elections. All documents are fillable so you can complete and then print, sign, and send to HR by 11/12/2021.

Document(s) for Open Enrollment
Add Dependents: complete this form if adding a new dependent to medical, dental, or vision
Beneficiary Form: complete this form if changing/updating your life/AD&D beneficiaries
Evidence of Insurability(EOI): complete this form if required based on life/AD&D and std elections
Life/AD&D/STD: complete this form for changes/additions
Medical Waiver: complete this form if you are waiving medical insurance

- You will not receive a confirmation email.** Your confirmation is your open enrollment tab and the banner that reads, “You have submitted your changes; you can still make changes before end of day 11/12/2021”.
- If you are making changes, be sure to send your forms to Laura Beery in Human Resources.

Deadline for Open Enrollment and submission of all documentation is Friday, November 12 at 11:59 p.m.

Helpful Hint

***Adding NEW Dependents to medical/dental/vision**

For any new dependents who are not currently listed on your benefit enrollment tab:

Complete the Add Dependents form for that new dependent AND provide the required documentation to verify the dependent.