

2012 Benefits Enrollment

Follow these steps to enroll online, make changes to your health plan, or to elect flexible spending accounts for 2012. Enrollment begins November 1 and ends November 30, 2011.

Enroll online. Go to: secure.healthx.com/Valparaiso.aspx

Returning Users

Enter your username and password.

- ▶ Your username has been reset to the following naming convention: *Firstfullname.lastfullname.vu*
- ▶ Your password has been set to your Social Security Number. When you log in for the first time, you will be immediately prompted to reset this password

New Users

You will need to create a username and password.

- ▶ Usernames must be at least 3 characters AND must begin with a letter (example: marys.msdtw).
- ▶ Passwords must be at least 8 characters (letters or numbers) with no spaces or dashes.

When you are ready to create your account, click on *Signup* under the login box and follow the instructions that appear on the right side of the screen.

- ▶ You will be prompted to enter a key code to validate you are a VU employee. That code is “valpo2012”.
- ▶ After entering the appropriate information, you should receive a confirmation of your registration online.
- ▶ To change your email address, password or security hint question and answer, click on the *Profile* link at the top of the screen and follow the instructions.

Once logged in, you'll have access to benefits information

- ▶ **Benefit Decision Information** gives you access to your Benefit Plan Summaries and open enrollment materials.
- ▶ **Additional Benefit Decision Information** provides access to key carrier websites for a more extensive review of benefits available to you through VU.
- ▶ **Enrollment Application** is where you will go to complete your 2012 online enrollment process.

What You Need to Successfully Enroll Online

Your SSN: _____ Birth Date _____

Information Needed for Online Enrollment

Social Security Numbers

Dates of Birth

Spouse: _____

Dependent: _____

Dependent: _____

Dependent: _____

Dependent: _____

Dependent: _____

You'll need home addresses, too.

What's my username?

What's my password?
