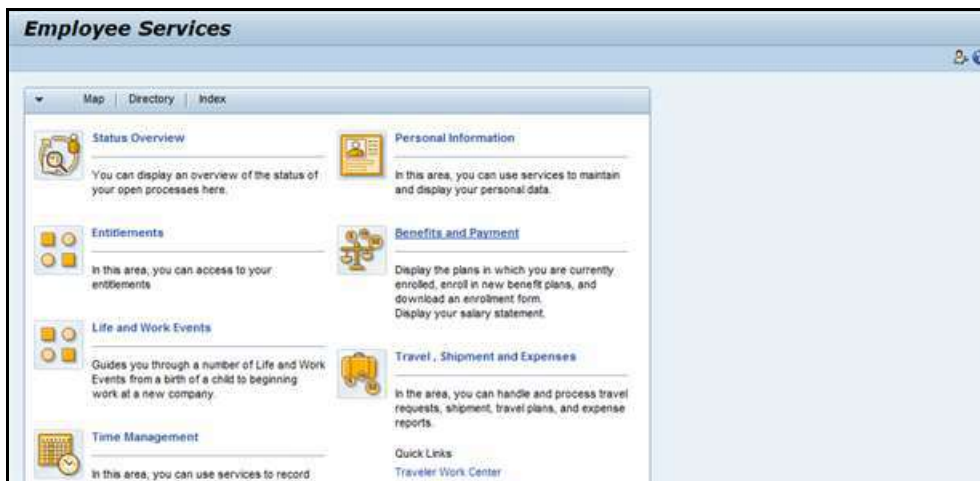


## Procedure

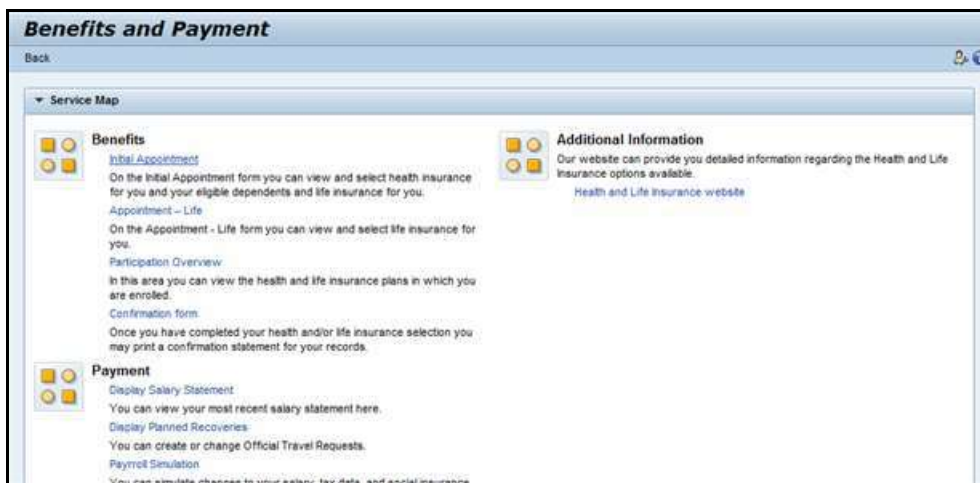
1. Login in Umoja using your account credentials.

## Employee Services



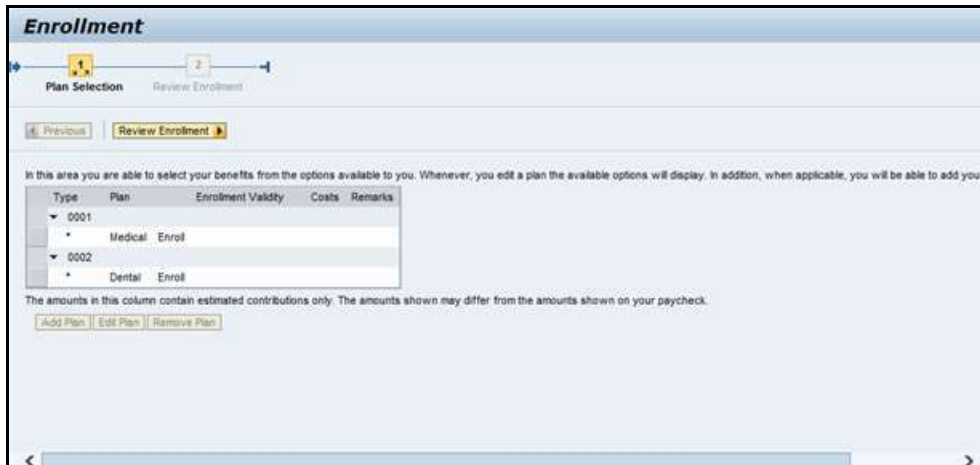
2. Click [Benefits and Payment](#).

## Benefits and Payment



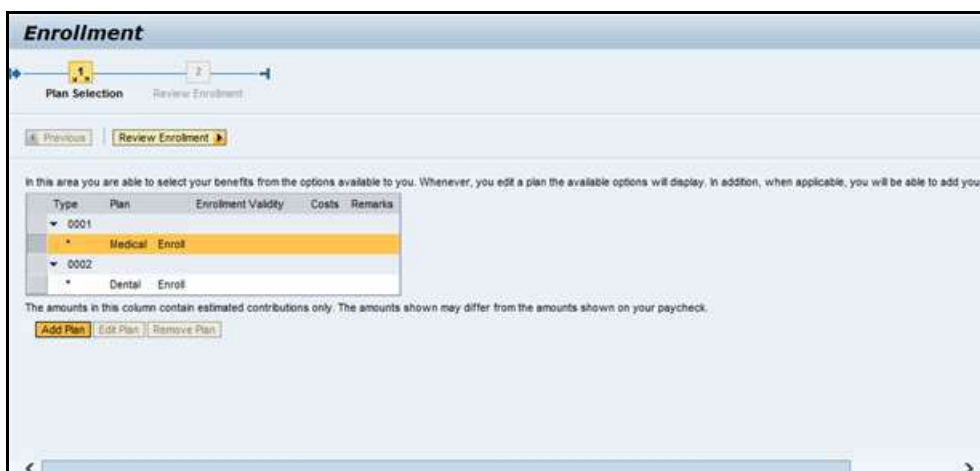
3. Click [Initial Appointment](#).




## Enrollment



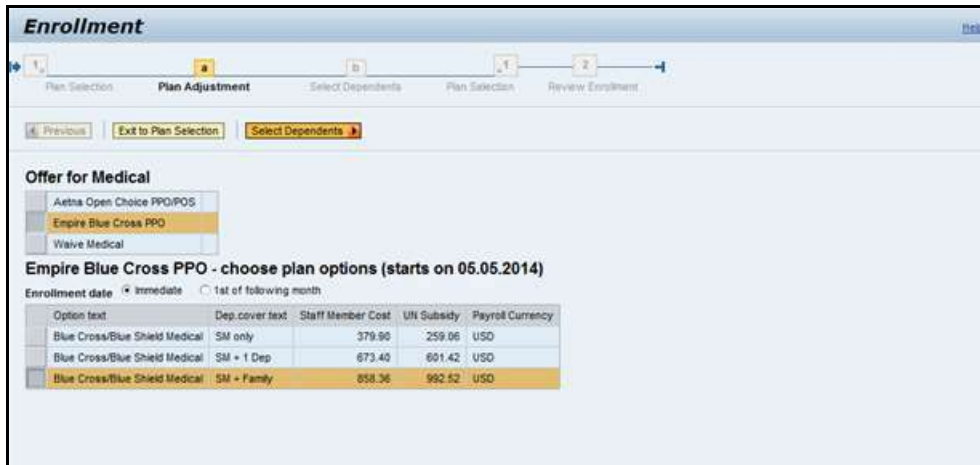
4. Click  to select the type of insurance.

## Enrollment



5. Click  to start the enrollment process.
6. Click  to select the insurance plan.
7. Click  to select the plan options.

## Enrollment



**Enrollment**

Plan Selection | **Plan Adjustment** | Select Dependents | Plan Selection | Review Enrollment

Previous | **Select Dependents**

**Offer for Medical**

Aetna Open Choice PPO/POS  
**Empire Blue Cross PPO**  
 Waive Medical

**Empire Blue Cross PPO - choose plan options (starts on 05.05.2014)**

Enrollment date:  Immediate  1st of following month

Option text	Dep. cover text	Staff Member Cost	U/I Subsidy	Payroll Currency
Blue Cross/Blue Shield Medical	SM only	379.90	259.06	USD
Blue Cross/Blue Shield Medical	SM + 1 Dep	673.40	601.42	USD
<b>Blue Cross/Blue Shield Medical</b>	<b>SM + Family</b>	<b>858.36</b>	<b>992.52</b>	<b>USD</b>

8. Click **Select Dependents** to select the appropriate dependents.
9. Check Spouse BENEFITS .
10. Check Child BENEFITS .

## Enrollment



**Enrollment**

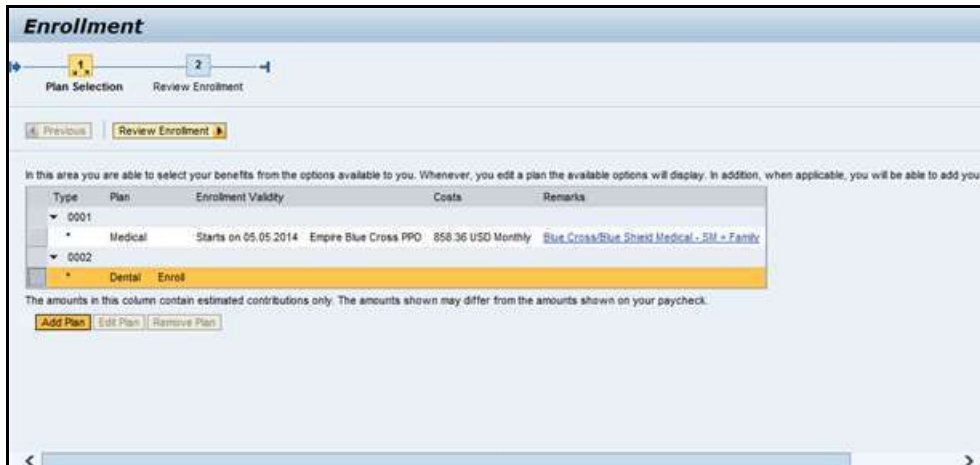
Plan Selection | Plan Adjustment | **Select Dependents** | Plan Selection | Review Enrollment

Previous | **Add Plan to Selection**

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	<input checked="" type="checkbox"/>
Child BENEFITS	Child	<input checked="" type="checkbox"/>

11. Click **Add Plan to Selection** to add the insurance plan.
12. Click  to select the type of insurance.

## Enrollment



**Enrollment**

1 2

Plan Selection Review Enrollment

Previous Review Enrollment

In this area you are able to select your benefits from the options available to you. Whenever you edit a plan the available options will display. In addition, when applicable, you will be able to add your c


Type	Plan	Enrollment Validity	Costs	Remarks
0001	Medical	Starts on 05.05.2014	Empire Blue Cross PPO 856.36 USD Monthly	Blue Cross/Blue Shield Medical - SM + Family
0002	Dental	Enroll		

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

Add Plan Edit Plan Remove Plan

13. Click **Add Plan** to start the enrollment process.

## Enrollment



**Enrollment**

1 a b 1 2

Plan Selection Plan Adjustment Select Dependents Plan Selection Review Enrollment

Previous Exit to Plan Selection Select Dependents

**Offer for Dental**

- Cigna Dental PPO
- Cigna Dental PPO Alone
- Waive Dental

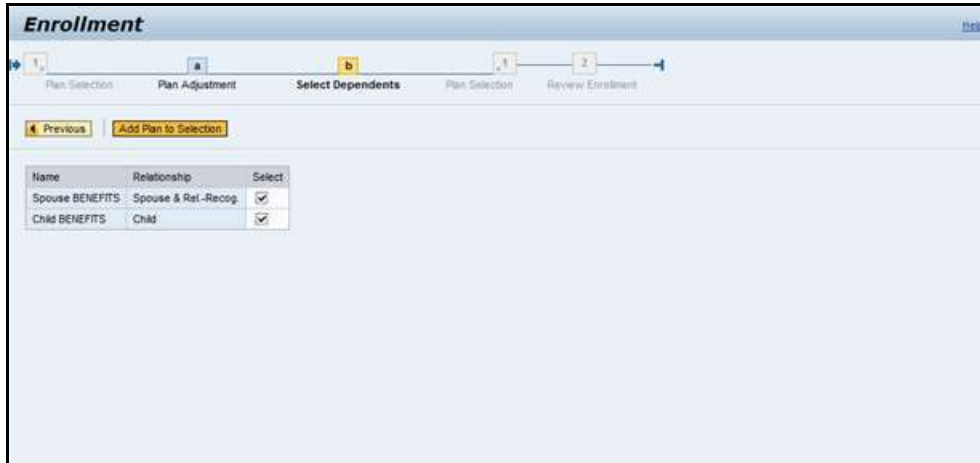
**Cigna Dental PPO - choose plan options (starts on 05.05.2014)**

Enrollment date  Immediate  1st of following month

Option text	Dep. cover text	Staff Member Cost	UN Subsidy	Payroll Currency
Cigna Dental PPO	SM only	35.44	27.96	USD
Cigna Dental PPO	SM + 1 Dep	62.02	64.78	USD
Cigna Dental PPO	SM + Family	95.25	108.49	USD

14. Click **Select Dependents** to select the appropriate dependents.
15. Check Spouse BENEFITS .
16. Check Child BENEFITS .

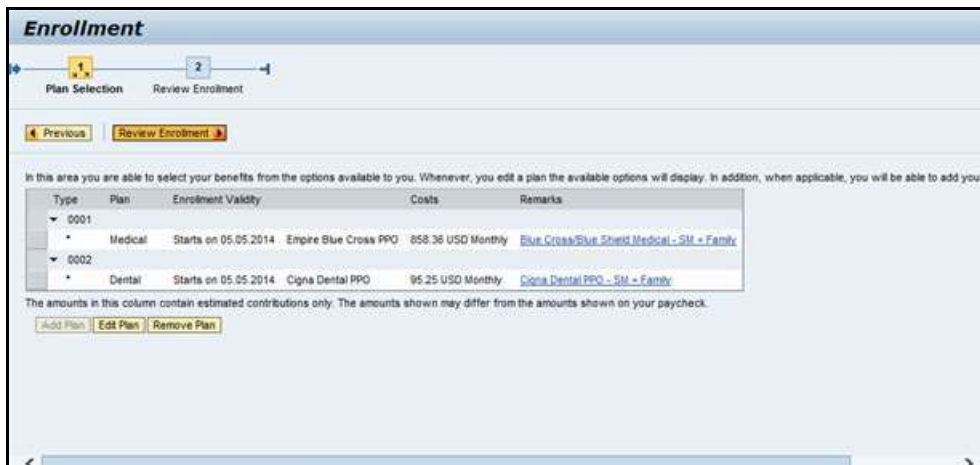
## Enrollment



Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel-Recog	<input checked="" type="checkbox"/>
Child BENEFITS	Child	<input checked="" type="checkbox"/>

17. Click **Add Plan to Selection** to add the insurance plan.

## Enrollment



In this area you are able to select your benefits from the options available to you. Whenever, you edit a plan the available options will display. In addition, when applicable, you will be able to add your c

Type	Plan	Enrollment Validity	Coats	Remarks
0001	Medical	Starts on 05.05.2014	Empire Blue Cross PPO 858.36 USD Monthly	<a href="#">Blue Cross/Blue Shield Medical - SM - Family</a>
0002	Dental	Starts on 05.05.2014	Cigna Dental PPO 95.25 USD Monthly	<a href="#">Cigna Dental PPO - SM - Family</a>

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

18. Click **Review Enrollment** to review the enrolled insurance plans.

## Enrollment



**Enrollment**

1 Plan Selection 2 Review Enrollment

Previous Save

A summary of the plan(s) you are enrolled in is listed below. If you are satisfied with your selection, submit it to complete the process. If you would like to change your selection, you must go return to

**Selection for Open Enrollment**

Plan	Enrollment Validity	Costs	Actions	Previous Plan
▼ Dental				
•	Starts on 05.05.2014 Cigna Dental PPO	\$5.25 USD Monthly	Plan has been added to selection	
▼ Medical				
•	Starts on 05.05.2014 Empire Blue Cross PPO	\$56.36 USD Monthly	Plan has been added to selection	

19. Click **Save** to submit the insurance plan enrollments.

## Enrollment



**Enrollment**

Your plan selections have been saved

1 Plan Selection 2 Review Enrollment

Previous Save

A summary of the plan(s) you are enrolled in is listed below. If you are satisfied with your selection, submit it to complete the process. If you would like to change your selection, you must go return to

**Selection for Open Enrollment**

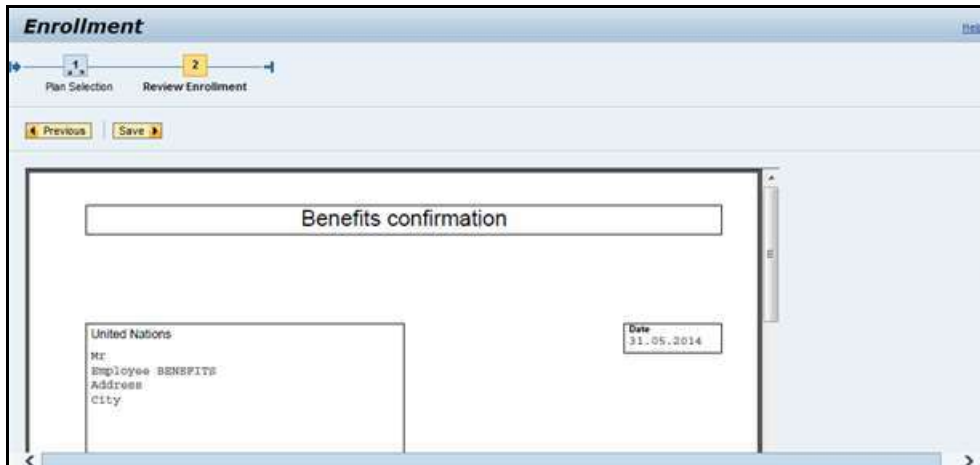
Plan	Enrollment Validity	Costs	Actions	Previous Plan
▼ Dental				
•	Starts on 05.05.2014 Cigna Dental PPO	\$5.25 USD Monthly	Plan has been added to selection	
▼ Medical				
•	Starts on 05.05.2014 Empire Blue Cross PPO	\$56.36 USD Monthly	Plan has been added to selection	

What do you want to do next?

[Go to Employee Self-Services Homepage](#)  
[Print Confirmation Form All Plans](#)  
[WFO's Health and Life Insurance website](#)

20. Your plan selections have been saved.
21. Click **Print Confirmation Form All Plans** to print the insurance plans in a PDF file.

## Enrollment



**Enrollment**

1 Plan Selection    2 Review Enrollment

Previous    Save

**Benefits confirmation**

United Nations    Date: 31.05.2014

Mr.  
Employee BENEFITS  
Address  
City

22. Click  to scroll down the ESS screen.

## Enrollment



Mr.  
Employee BENEFITS  
Address  
City

Personnel Number 1000007	Name of Staff Member Employee BENEFITS	Org Unit
Personnel Area United States	Personnel Subarea New York	
Employee Group International Staff	Employee Subgroup Professional & Above	Payroll Area Int'l - Americas
	First program grouping Standard	Second program grouping Regular

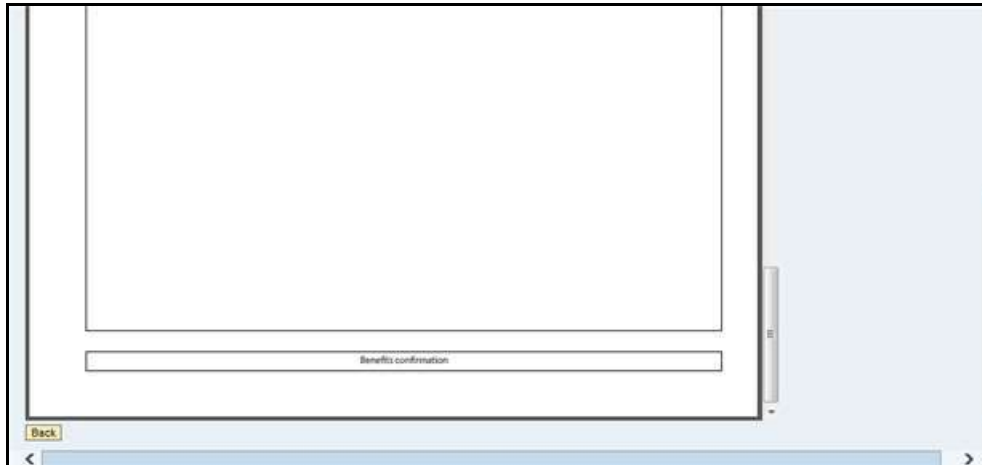
Medical  
Empire Blue Cross PPO    05.05.2014 - 31.12.9999

Attributes  
Blue Cross/Blue Shield Medical, SM + Family

Back

23. Click  to scroll down the PDF file and review all the details

## Enrollment



24. The PDF file has been entirely reviewed





## Result

You have created an enrollment to a health and a dental plan.