



Should you require assistance using these instructions or employee self-service in general, please contact $\underline{\text{HR}@\text{moravian.edu}}$ or call 610-861-1527.









6. Type in all information, click "Save Changes"

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7. To review or compare benefit plans, click "Benefit Summary" and choose a benefit you would like to review.

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8. To complete your new hire enrollment, select "Complete Your New Hire Benefits Enrollment"

10. Input all information, click "Next"

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City	Bethlehem			
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11. Input any additional dependents and /or spouse, click "Next"

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12. Make your health plan selection, click "Next"

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	-marriage license or certificate.
	and/or
	-birth certificate, adoption agreement, or legal gardianship.
18. You will pay \$187.99 per paycheck.	PPO Choice You are eligible for this plan. If you wish to enroll: This benefit will start on 11-01-20
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Your total benefit costs so far:	
	Back Next

13. Make your dental plan selection, click "Next"

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14. Make your vision plan selection, click "Next"

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15. Make your FSA Medical Care selection (select contribution amount if you would like this benefit), click "Next"



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16.Make your Tax Deferred Annuity selection (select contribution amount if you would like this benefit), click "Next"



17. Review your selections, click "Confirm Enrollment"

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in writing of a "Qualified Family Status Change" within 3	1 days from the date of oc specified "Qualified Family Status Char	nges." Pursuant to IRS Section 125 rules, the employee must notify Moravian College
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	You will pay \$100.00 per paycheck. This level of contribution will	I be effective on 11-01-2018. This enrollment choice is awaiting your confirmation.
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