



Complete your Montana University System benefits enrollment today!

LOG IN

Visit www.choices.mus.edu from any computer or smart device, click on the **Start Enrollment** button on the Home page and **Login** with your **User Name** and **Password**.

New users must **Register** and answer security questions. The case-sensitive Company Key is **musbenefits**.

GET STARTED

Click **Start Here** and follow the instructions to make your benefit elections by the deadline on the calendar. If you miss the deadline, you will not be able to make any changes to your benefit elections until the next annual enrollment period.

MAKE YOUR ELECTIONS

Using **Previous** and **Next** to navigate, review your options as you move through the enrollment process.

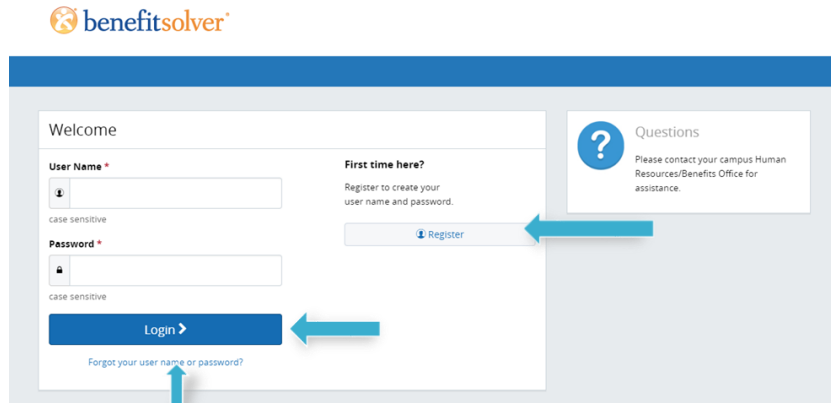
Select plan(s) and what dependent(s) you would like to cover.

Track your benefit elections and costs along the left side of the page.

REVIEW AND CONFIRM

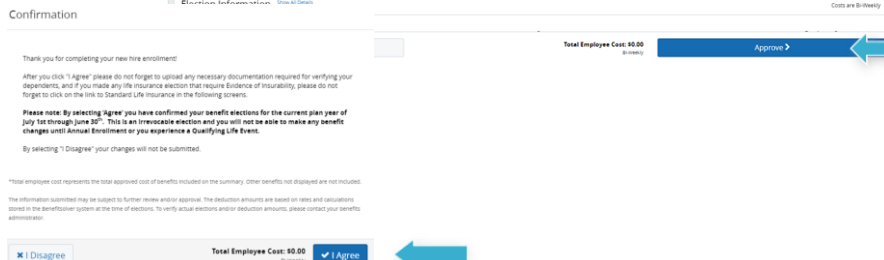
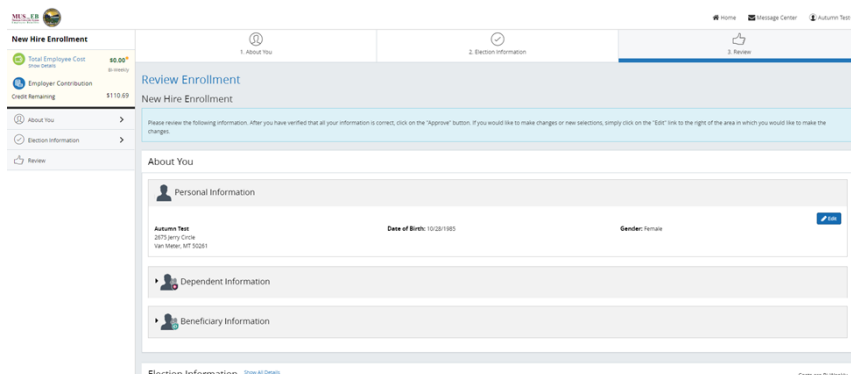
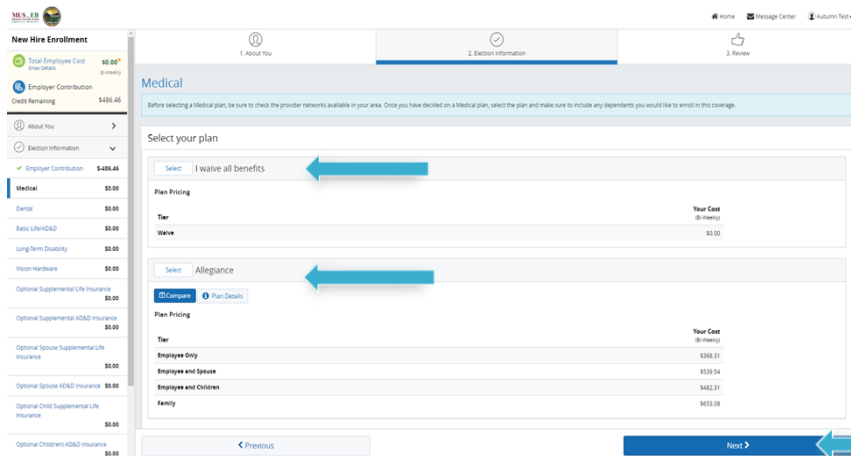
Make sure your personal information, benefit elections, dependent(s), and beneficiary(ies) are accurate and **Approve** your enrollment.

To finalize your enrollment, click **I Agree**.



Need to reset your user name or password?

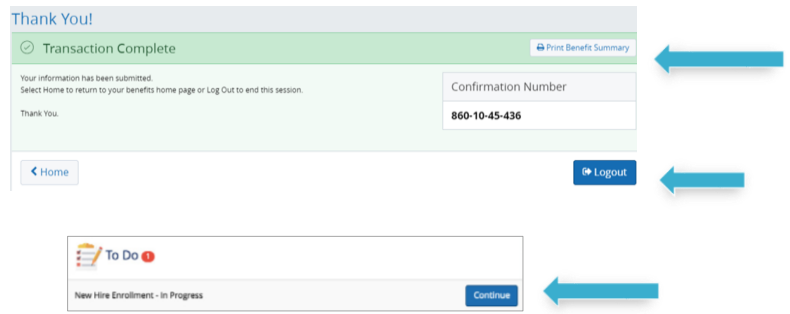
1. Click **Forgot your user name or password?**
2. Enter your Social Security Number, birth date and the Company Key: **musbenefits**.
3. Answer your security phrase.
4. Enter and confirm your new password, then click **Continue** and **Login** with your new credentials.



FINALIZE

When your enrollment is complete, you will receive a confirmation number and you can also **Print Benefit Summary**.

Your **To Do** list will notify you if you have any additional actions needed to complete your enrollment.

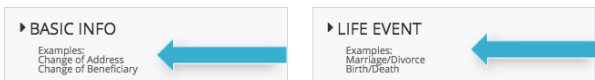


REVIEW YOUR BENEFITS

You have year-round access to a benefits summary that shows your personal benefit selections. Click **Benefit Summary** on the Home page to review your current benefits at any time.



Select the reason for change that applies and enter the date of the event.



CHANGE YOUR BENEFITS

Once approved, your benefit elections will remain in effect until the end of the plan year, unless you have a qualifying life event, such as marriage, divorce or birth of a child. Find detailed information at www.choices.mus.edu.

1. Click on **Change My Benefits**.
2. Select **Life Event** and the event type.
3. Review your options and follow the election steps outlined above to complete your changes.

****IMPORTANT:** You must make changes within **63 days** of the qualifying life event and provide required documentation.

FIND BENEFIT INFORMATION

View your MUS *Choices* benefit plan information at www.choices.mus.edu.

If you have questions about your enrollment, contact your campus Human Resources/Benefits Office directly.

CHANGE YOUR BENEFICIARY(IES)

Beneficiary changes can be made at any time of the year.

1. Click on **Change My Benefits**
2. Select **Basic Info** and **Change of Beneficiary**.
3. Follow the prompts to complete your change.

Download the MyChoiceSM Mobile App

1. Visit your device's app store and download the **MyChoice by Businessolver[®]** Mobile App.
2. Visit your Benefitsolver Home page to **Get Access Code**.
3. Activate the app with your access code.
(If you don't use the code within 20 minutes, you'll need to generate a new one.)
4. Follow the instructions within the Mobile App to have easy access to your benefits on the go.

