



Complete your Montana University System *Choices* benefits enrollment today!

Mandatory Benefits - Employees who enroll in the MUS Plan must enroll in:

- Medical Plan (includes Prescription Drug Plan)
- Dental Plan
- Basic Life/AD&D Insurance
- Long Term Disability (LTD) Insurance

Optional Benefits

- Medical and/or Dental Plan for dependents
- Vision Hardware Plan
- Supplemental Life Insurance
- Supplemental Accidental Death & Dismemberment (AD&D) Insurance
- Flexible Spending Accounts for health and/or dependent care

BENEFIT INFORMATION

View your MUS *Choices* benefit plan information at www.choices.mus.edu. If you have questions about your enrollment, contact your campus HR/Benefits Office directly.

GET STARTED

Visit the MUS *Choices* website Home page at www.choices.mus.edu, click on the **Benefits Enrollment** button, and login by entering your **User Name** and **Password**.

First-time users must **Register** by creating a user name, password, and security questions. The case-sensitive **Company Key** is **musbenefits**.

Montana University System
Online Benefits Enrollment

Benefits Enrollment System Login

[Benefits Enrollment](#) [Make a Payment](#)



FORGOT YOUR USER NAME OR PASSWORD?

1. Click **Forgot your User Name or Password?**
2. Enter your Social Security Number, date of birth, and zip code.
3. Answer your **Security Question**.
4. Enter and confirm your new password, then click **Continue** and **Login** with your new credentials.

BEGIN ENROLLMENT

Click [Start Here](#) and follow the instructions to make your benefit elections or waive coverage by the deadline shown 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.



New Hire Enrollment is Here!
New Hire Enrollment Ends October 1st.

2 Days Left

[Start Here](#) ←

MAKE YOUR ELECTIONS

Using [Next](#), [Looks Good](#), and [Back](#) to navigate, review your benefit options as you move through the enrollment process.

Click [Select](#) on the benefit option(s) you would like to choose and which dependent(s) you would like to cover.

Track your benefit elections and costs on each page.



Review Your Election

Enrolled in Medical? Yes	Edit
Covered Members	Edit
Members	Covered
Lee Vincent David Curran Effective Date: 02/13/2021	Yes
Plan Selected	Edit
Plan Selected	Blue Cross Blue Shield
Employee Cost	\$374.00 Bi-Weekly (24 deductions)

REVIEW AND CONFIRM YOUR ELECTIONS

Review and edit your personal information, benefit elections, dependent(s), and beneficiary(ies) and [Approve](#) your enrollment.

Your benefit elections are not complete until you click [Approve](#).

To finalize your enrollment, click [I Agree](#).

Your Cost	
Total Premium	\$374.00
Total cost of all plan premiums	Bi-Weekly (24 deductions)
Credit Used	-\$374.00
Credit Remaining: \$153.00	Bi-Weekly (24 deductions)
Total Cost	\$0.00
	Bi-Weekly (24 deductions)

*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included.

The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.

Employer remains responsible for any and all loss or damages, and in no event shall Businessolver be liable for any amount, including, but not limited to, insurance premiums, stop-loss deductibles, reinsurance fees, health plan or other claims, cancellation or reinstatement fees, or penalties, for a failure to pay a carrier/vendor or for failure to provide appropriate billing information in a timely manner, unless such delay is caused by the negligent acts of Businessolver.

Every effort has been made to report information accurately, but the possibility of error exists. In case of any conflict between your benefits election confirmation and an official plan document, the plan document will be the final authority. Please note, some insurance coverage elections only become effective upon approval of your evidence of insurability (EOI) by the carrier.

Confirmation

Thank you for completing your new hire enrollment!

After you click "I Agree" please do not forget to upload any necessary documentation required for verifying your dependents, and if you made any life insurance election that require Evidence of Insurability, please do not forget to click on the link to Standard Life Insurance in the following screens.

Please note: By selecting "Agree" you have confirmed your benefit elections for the current plan year of July 1st through June 30th. This is an irrevocable election and you will not be able to make any benefit changes until Annual Enrollment or you experience a Qualifying Life Event.

By selecting "I Disagree" your changes will not be submitted.

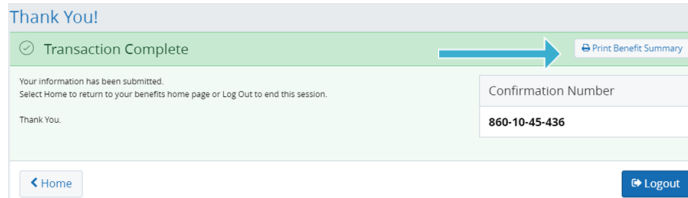
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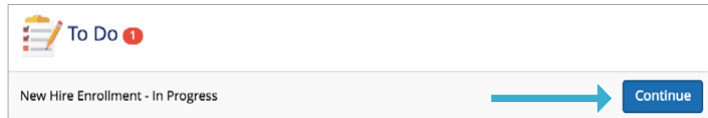
[← Back](#) [Approve](#) [X I Disagree](#) **Total Employee Cost: \$0.00** [I Agree](#)

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

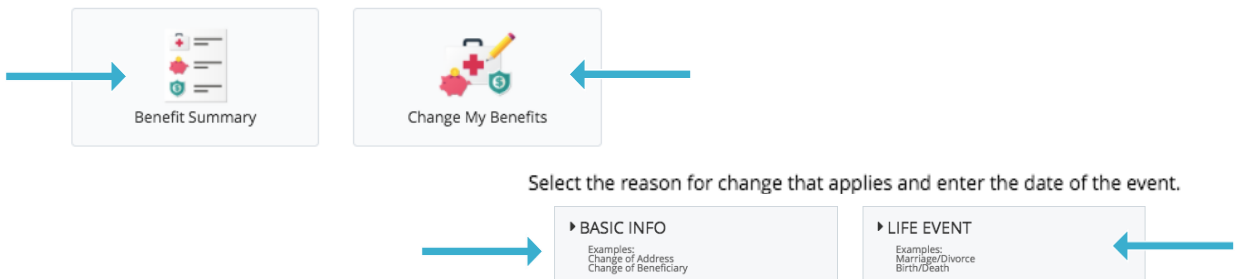
Click [Benefit Summary](#) on the Home page to review your current benefits elections.

CHANGE YOUR BENEFITS

Once approved, your benefit elections will remain in effect until the end of the benefit plan year, unless you have a qualifying life event, such as marriage, divorce, or birth of a child.

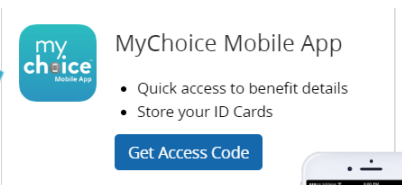
1. Click [Change My Benefits](#).
2. Select **Life Event** and the event type.
3. Review your benefit options and follow the instructions previously outlined to complete your changes.

****IMPORTANT:** You must make changes and provide the required documentation for verification within [63 days](#) of the qualifying life event.



CHANGE YOUR BENEFICIARY(IES)

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



MyChoiceSM MOBILE APP

1. Visit your device's app store and download the [MyChoice Mobile by Businessolver[®]](#) App.
2. Visit the Benefitsolver Home page to [Get Access Code](#).
3. Activate the app with your access code.
(You must use the access code within 20 minutes, or you will need to generate a new code.)
4. Follow the instructions within the mobile app to access to your benefits.

