MUS_EB
Montana University System
Employee Benefits

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

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

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

Optional Benefits -

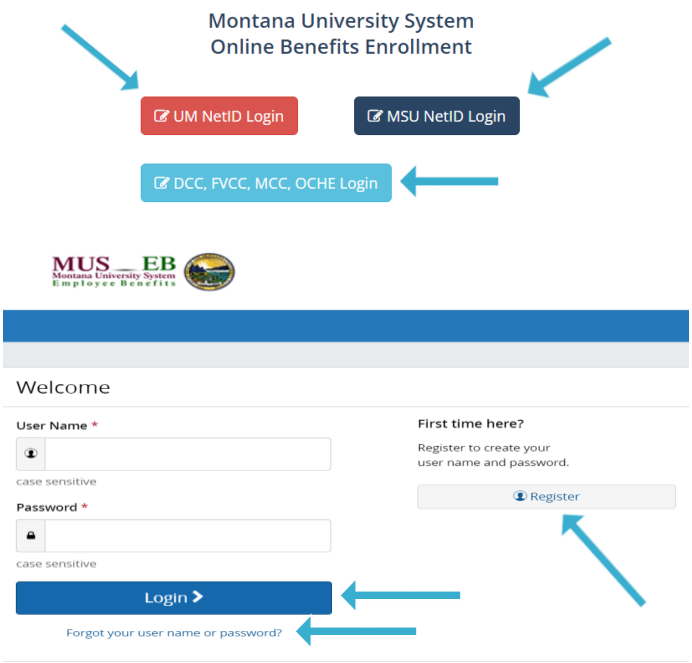
- Medical and/or Dental Plan (dependents)
- Vision Hardware Plan (employee & dependents)
- Flexible Spending Accounts (health and/or dependent day care)

BENEFITS INFORMATION

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

GET STARTED

1. Visit MUS *Choices* at choices.mus.edu, click the applicable button:
   - **UM NetID Login** and use your UM NetID credentials.
   - **MSU NetID Login** and use your MSU NetID credentials.
   - **DCC, FVCC, MCC, OCHE Login** and enter 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**.

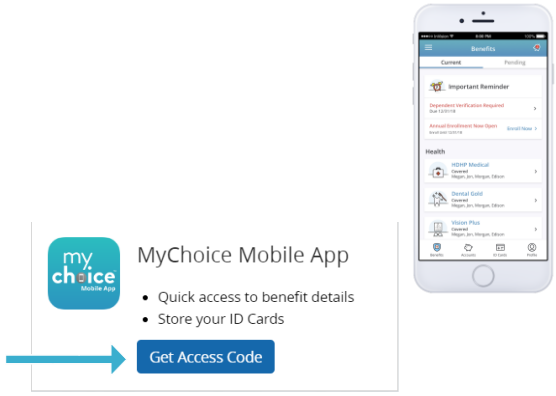


FORGOT YOUR USER NAME OR PASSWORD?

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 log in with your new credentials.

MyChoice℠ 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.

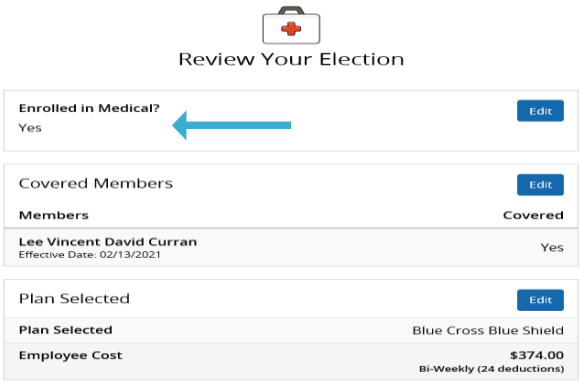


BEGIN ENROLLMENT

Click **Start Here** and follow the instructions to make your benefit elections or waive coverage by the deadline indicated. If you miss the deadline, you will not be able to make any changes to your benefit elections until the next Annual Enrollment period.

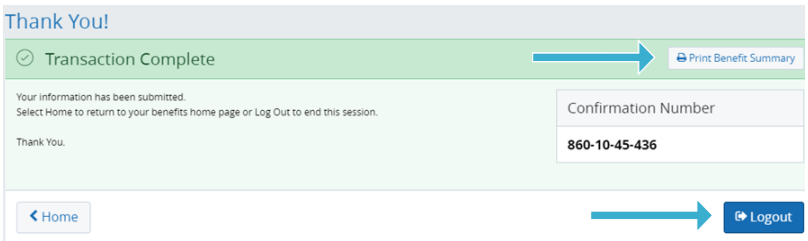
MAKE YOUR ELECTIONS

Using **Next, Looks Good,** and **Back** to navigate, review your benefit options as you move through the enrollment process. Click **Select** on the benefit options you would like to choose and which eligible dependents you would like to cover. Track your benefit elections and costs on each page.



REVIEW AND CONFIRM YOUR ELECTIONS

Review and edit your personal information, benefit elections, dependents, beneficiaries and **Approve** your enrollment. Your benefit elections are not complete until you click **Approve**. To finalize your enrollment, click **I Agree**. When your enrollment is complete, you will receive a confirmation number and you can **Print Benefit Summary**.



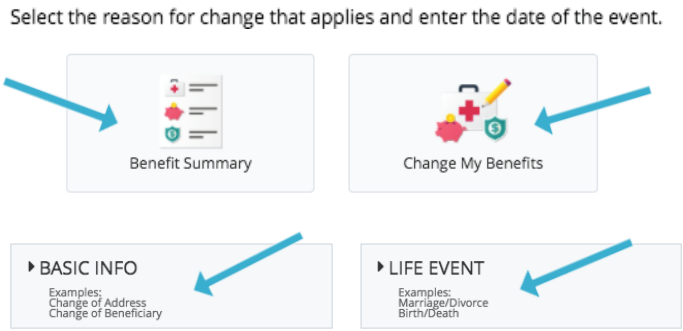
REVIEW YOUR BENEFITS

Click **Benefit Summary** on the Benefitsolver 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 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 a qualifying life event (**30 days** for death or divorce).