

ENROLLMENT INSTRUCTIONS

Step 1: Get Ready. What You'll Need to Enroll...

A Computer. All associates will enroll online for Benefits 2008. If you do nothing, your current elections will continue with the exception of the Health Care FSA or the Dependent Day Care FSA. You must re-enroll for these plans in 2008. If you want to change your elections or you want to elect the Health Care FSA or the Dependent Day Care FSA, then you'll need to go online and enroll. Remember, you must take the Humana Health Assessment in order to elect Medical coverage for 2008.



Benefits 2008 Information. Information about 2008 benefits is available on our special Benefits webpage, at www.stvincenthealthbenefits.org. You can access this website from the St. Vincent Intranet, click on "Associate Information", "Associate Benefits Information", and then "Benefits 2008". On this website, you can view the 2008 Enrollment Guide, and watch a PowerPoint presentation to learn about Benefits. When you are ready to enroll, click the "Log in to Enroll" link on the left.

Your Personalized Worksheet (optional). This statement reports your most recent benefit elections and lists your covered dependents. The information printed on the worksheet is available in eBenefits, our online enrollment system. If you want to review your worksheet before enrolling, you can access and print your worksheet from eBenefits. Access eBenefits through one of the methods described below. You will see a link to download and print your worksheet.

Access the Online Enrollment System (eBenefits)

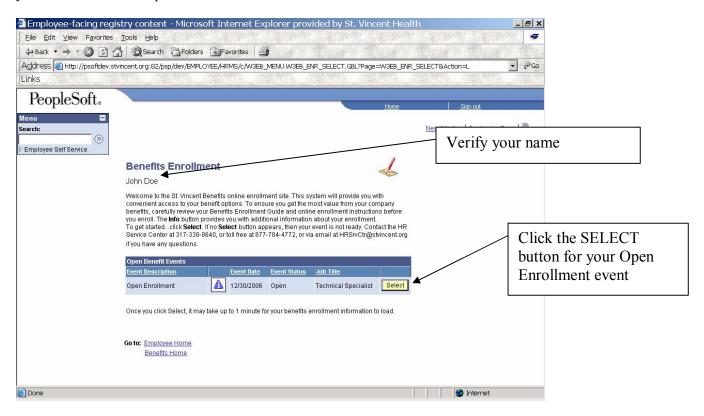
You have three ways to access the online enrollment system. Choose the option that is most convenient for you...

Through the Kiosk at your facility	Through the computer at your worksite		From any computer with Internet access
From the Welcome Screen, click	From the St.Vincent Intranet.	From the Saint John's Intranet	Type
on Associate Link.	From the St. vincent intranct.	From the Saint John 5 Intrance	www.stvincenthealthbenefits.org
on rissociate Link.			into your web browser address
Click on "St. Vincent Benefits	Click on "Associate Information"	Click on "St. Vincent Benefits"	,
Enrollment"	located on the bar across the top of		On the left side of the screen,
	the screen, then click on "Associate		click on "Log In To Enroll"
	Benefits Information"		
You will see the Associate Self	Click on "Learn about 2008	You will see the Associate Self	You will see the Associate Self
Service Log In Page.	Benefits" for more information	Service Log In Page. Type in your	Service Log In Page. Type in your
Type in your last name and Social	about Benefits, or click on "Log In	last name and Social Security	last name and Social Security
Security Number and click on the	To Enroll" if you are ready to	Number and click on the	Number and click on the Continue
"Continue" button.	enroll	"Continue" button.	button.
The system will then ask you for your PIN. If you have never used	You will see the Associate Self Service Log In Page.	The system will then ask you for your PIN. If you have never used	The system will then ask you for your PIN. If you have never used
the Associate Self Service feature	Type in your last name and Social	the Associate Self Service feature	the Associate Self Service feature
before you will need to create your	Security Number and click on the	before you will need to create	before you will need to create your
PIN number. If you don't	"Continue" button.	your PIN number. If you don't	PIN number. If you don't
remember your PIN you will need		remember your PIN you will need	remember your PIN you will need
to call the HR Service Center.		to call the HR Service Center.	to call the HR Service Center.
You'll see the Benefits Enrollment	The system will then ask you for	You'll see the Benefits	You'll see the Benefits Enrollment
Screen with a letter to you.	your PIN. If you have never used	Enrollment Screen with a letter to	Screen with a letter to you.
	the Associate Self Service feature	you.	
	before you will need to create your		
	PIN number. If you don't		
	remember your PIN, you will need		
Click on the "Select" button to	to call the HR Service Center. You'll see the Benefits Enrollment	Click on the "Select" button to	Click on the "Select" button to
continue.	Screen with a letter to you.	continue.	continue.
continue.	Screen with a letter to you.	continue.	continue.
Carefully read the instructions on	Click on the "Select" button to	Carefully read the instructions on	Carefully read the instructions on
each page to make your benefit	continue.	each page to make your benefit	each page to make your benefit
elections.		elections.	elections.
	Carefully read the instructions on		
Once you have entered all of your	each page to make your benefit	Once you have entered all of your	Once you have entered all of your
elections, click the "Submit"	elections.	elections, click the "Submit"	elections, click the "Submit"
button twice.		button twice.	button twice.
	Once you have entered all of your		
	elections, click the "Submit" button		
	twice.		

In the next few weeks you will receive a Confirmation Statement of your benefits elections. Please review it to assure that your benefits elections are correct. If you need to make changes to your Confirmation Statement, please contact the HR Service Center.

Step 2: Begin enrollment.

Now that you see the Benefits Enrollment screen. Verify your name. Read the letter. Click on the "Select" button next to your Job Title for the Open Enrollment event.



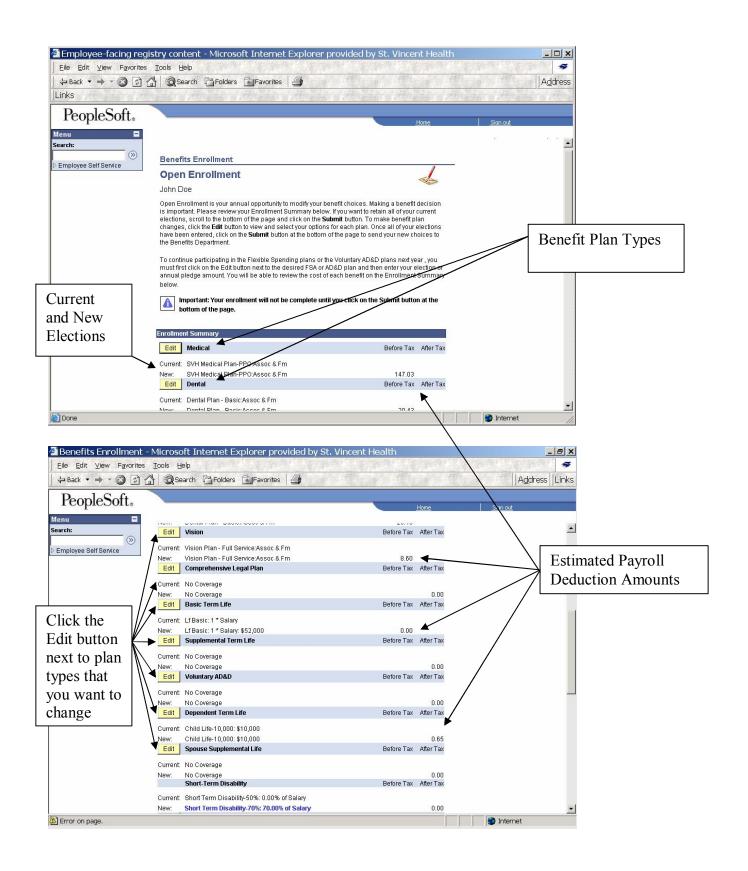
Stop and contact the HR Service Center, if you encounter these issues:

- If your name is not displayed in your letter, please do not proceed with your enrollment.
- If you do not see Open Enrollment in your list of open benefit events, please do not proceed with your enrollment.

Step 3: Review Your Benefit Options.

After you've clicked on Select, you should see the heading "Open Enrollment" and your name again. Carefully read the instructions at the top of the page on how to make your benefit elections and how to submit your enrollment. The Enrollment Summary follows this enrollment information. The Enrollment Summary is long. You will need to use the scroll bar to move down the page to read all of the information. **Here's what to review**:

- **Benefit Plans**. As you scroll down the page, you will see the benefit plan types that you are eligible to elect in 2008 medical, dental, etc.
- Coverage Elections. Under each plan, you'll see your "Current" coverage election the coverage that you elected in 2007. And you'll see a "New" election the coverage and payroll deduction for the same coverage level in 2008. If you are currently enrolled in the Health Care FSA or the Dependent Day Care FSA, please note that your "New" election for these plans is \$0 or "no coverage." You must re-elect these plans in 2008.
- **Payroll Deductions**. Next to the "New" coverage level under each plan is the 2008 payroll deduction this is the estimated amount that is deducted each pay period.



Step 4: Make Your 2008 Benefit Elections.

To review or change the coverage options under any plan in the Benefits Summary, click on the Edit button next to the name of the plan (Medical, Dental, etc.), and you will see a list of the options and payroll deductions. You can make a new selection by clicking on the small circle button next to the option that you want to elect.

To elect coverage for your dependents (spouse, children, or legal dependents), click on the Edit button next to the name of the plan in the Benefits Summary. You will see the name of the plan you selected and your name at the top of the screen. Then scroll down the page to see a list of your current dependents, and click on the enroll box next to the name of the dependent you wish to cover.

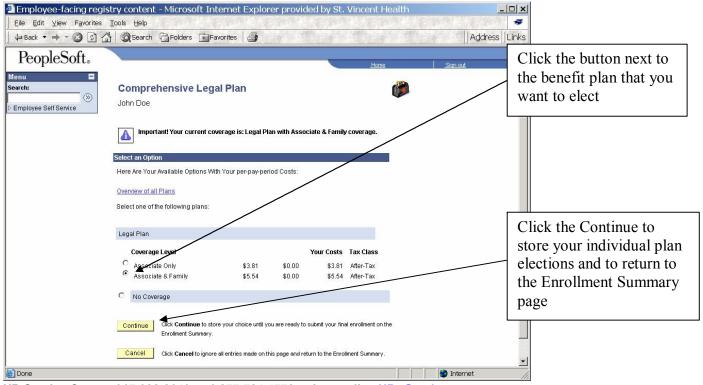
To add a dependent or change dependent information, click on the Edit button next to the name of the plan in the Benefits Summary. You will see the name of the plan you selected and your name at the top of the screen. Then scroll down to the Enroll Your Dependents section and click on the Add/Review Dependents button. You will then see a list of your dependents and their information. To change information on the page, click on the name of the dependent you want to change and click on the Edit button to type in your new information. To add a dependent, click on "Add a dependent or beneficiary."

The system does not allow you to change the name of an existing dependent. To change or correct a dependent name, please contact the HR Service Center.

Examples of the above features are outlined on pages 4 through 9.

If you do not want to change any of your benefit elections, and if you do not want to enroll in Flexible Spending Plans, then you may scroll down to the bottom of the Enrollment Summary page and click on the "Submit" button.

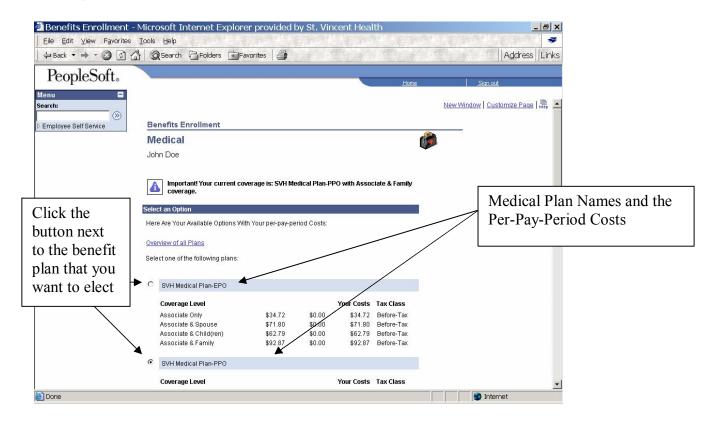
NOTE: All benefit elections and coverage changes begin from the Enrollment Summary screen. Then by clicking the edit button you can see each individual plan. From the plan screen, you can change your elections. When you are satisfied with your choices, click on the Continue button at the bottom of the page and you will return to the Enrollment Summary.



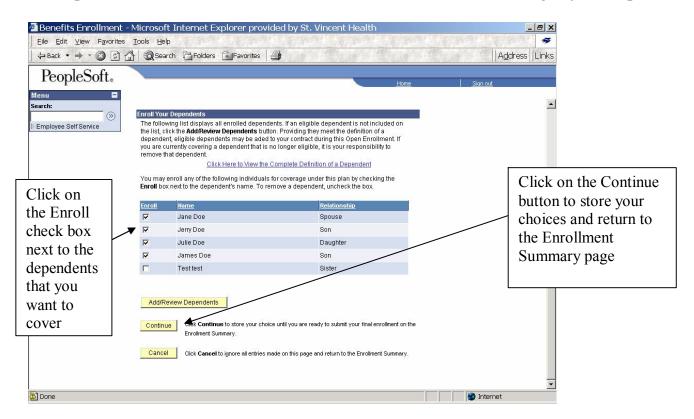
HR Service Center: 317-338-8640 or 1-877-784-4772 or by email at HRx@stvincent.org

Step 4: Make Your 2008 Benefit Elections (continued)

Example: REVIEWING/CHANGING YOUR MEDICAL COVERAGE



Example: REVIEWING/CHANGING MEDICAL COVERAGE for your dependents

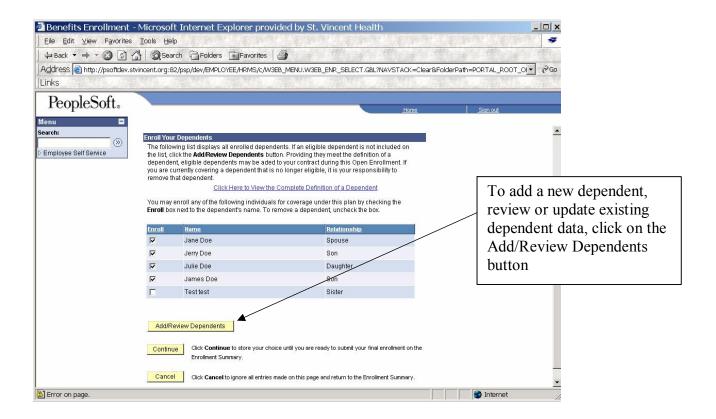


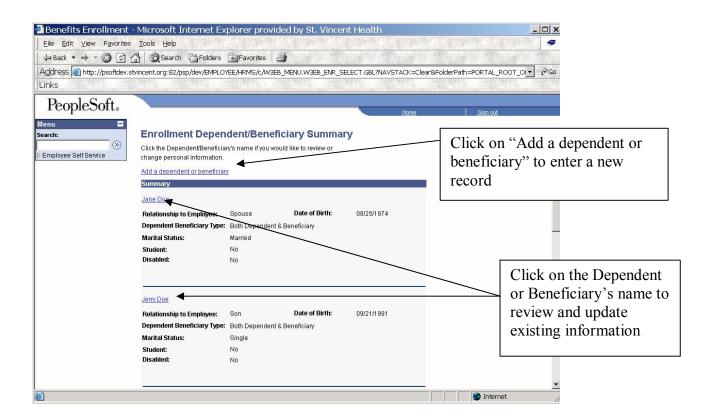
NOTES:

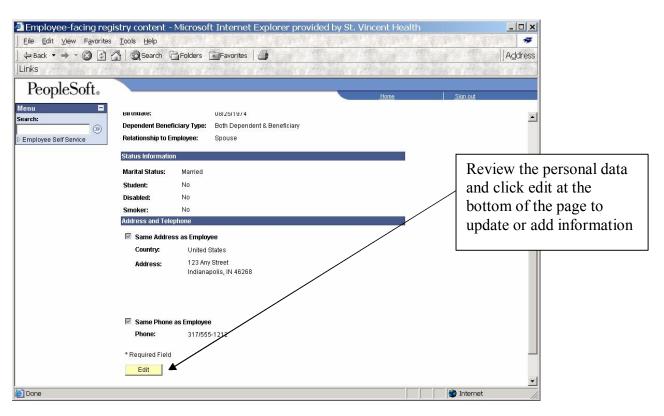
- 1. The enrollment system will automatically elect the appropriate coverage level for medical, dental and vision coverage from your list of covered dependents. For example, if you check the enroll box next to your spouse's name, the system will elect "Associate and Spouse" coverage under the plan.
- 2. All benefit elections and coverage changes begin from the Enrollment Summary screen. Then by clicking the edit button you can see each individual plan. From the plan screen, you can change your elections. When you are satisfied with your choices, click on Continue and you will return to the Enrollment Summary.

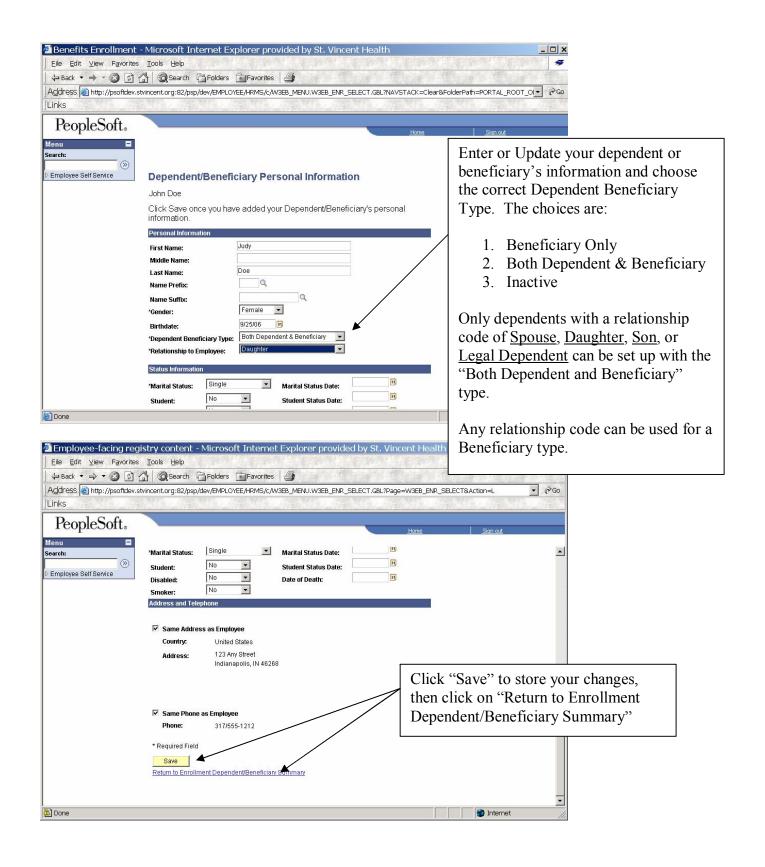
Step 4: Make Your 2008 Benefit Elections (continued)

Example: ADDING A DEPENDENT



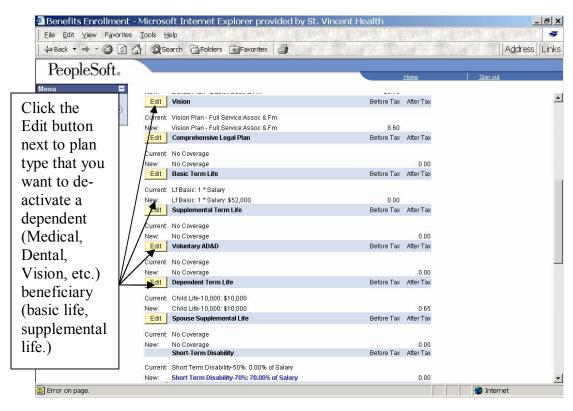


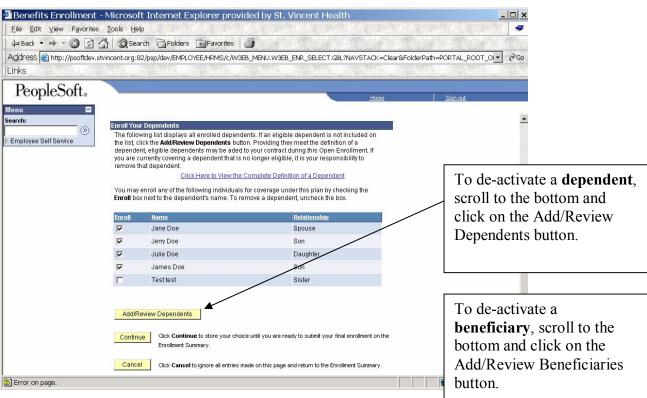


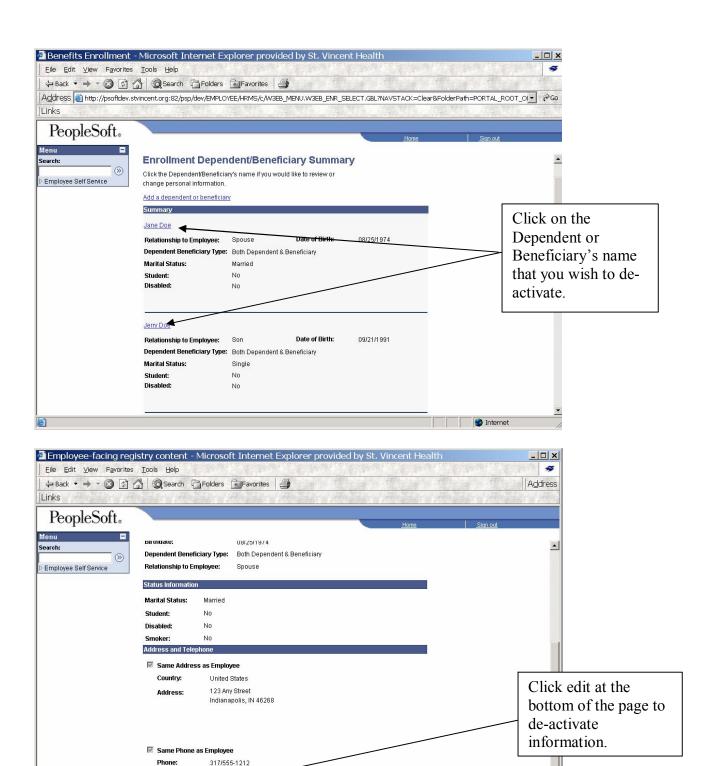


NOTE: All benefit elections and coverage changes begin from the Enrollment Summary screen. Then by clicking the edit button you can see each individual plan. From the plan screen, you can change your elections. When you are satisfied with your choices, click on Continue and you will return to the Enrollment Summary.

Example: DE-ACTIVATING A DEPENDENT and/or BENEFICIARY



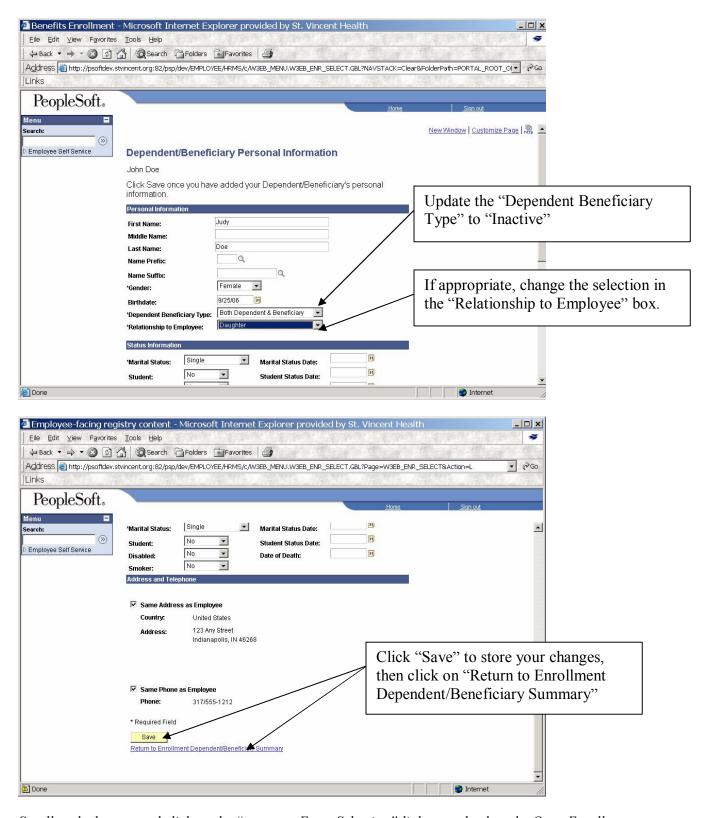




Internet

* Required Field

Done



Scroll to the bottom and click on the "return to Event Selection" link to get back to the Open Enrollment screen.

YOU MUST OPEN UP EACH OF THE BENEFIT TYPES (medical, dental, vision, basic life etc.) TO HAVE THE CHANGES "APPLY" TO THOSE BENEFITS AS WELL.

Step 5: Submit Your Elections.

Once you have entered all of your benefit plan elections, scroll down to the bottom of the "Benefits Summary" and **click on the "Submit" button**. The system will then show you a "Submit Benefits Choices" screen. Please read the "Authorization" section on this screen. Then click on "Submit" again.

Your election is now complete. In the next few weeks, you'll receive a Confirmation Statement of your benefits elections. Please review it to assure that your Confirmation Statement is correct.

