

City of Merced New Hire Login Instructions for Health and Welfare Benefits



WELCOME TO BENXCEL 2.0

These instructions will help you to complete your new hire benefit elections through BenXcel 2.0.

LOG IN INSTRUCTIONS

1. To log into BenXcel, go to: <https://benxcel.net>
2. Enter your user name: all characters in front of the “@” symbol in your City of Merced email address.
3. Enter your initial password: your full date of birth in MMDDYYYY format (ex: 01011970)
4. Enter the Company Name: City of Merced
5. Click the Sign In button to enter the system

The screenshot shows the 'Sign In' interface. It features three input fields: 'User Name', 'Password', and 'Company Name'. Below these fields is a prominent blue 'SIGN IN' button. A link for 'Forgot Password?' is located at the bottom right of the form area.

ENROLLMENT PROCESS

1. Required Employee Usage Agreement, Legal Agreement, and New Hire welcome screens will appear. Review the messages and click the Continue button to proceed.
2. For security purposes, you will be asked to change your password immediately. A Change Password screen will appear requiring you to:
 - Choose two security questions and enter your answers in the Secret Answer fields.
 - Change your password. Click the Save button when finished.

The screenshot displays the 'Change Password' screen. At the top, it shows 'User ID : test5465'. Below this is an 'Instructions' box with the following requirements:

- Password must contain at least one letter
- Password must contain at least one uppercase character
- Password must contain at least one number
- Password must contain at least one special character.
- Password must be of EXACT length 8 Characters.

The form includes two security question fields, each with a dropdown menu for selecting a question and a corresponding 'Answer' field. At the bottom, there are fields for 'New Password' and 'Confirm Password'. Three buttons are located at the bottom right: 'Back', 'Reset', and 'Save & Continue'.

3. A Demographics page will appear for you to review your existing information.
 - Click the Save button to proceed.
4. A Spouse or Domestic Partner and a Dependent Child screen will appear for you to review any existing information or add/edit dependent information.
 - Click the Continue button to proceed.

5. Your enrollment will now begin.
6. If the benefit is waivable, a **Waive** button will appear. Click to waive the benefit. Please note, only certain benefits are waivable and only under limited conditions.
7. In the 'Eligible Members' box, **check the box next to each member's name** to indicate who should be covered under this benefit.

- A description of each benefit is included on each benefit enrollment screen. Click on Benefit Description, then click on the plan document you wish to review.

8. Click the **Enroll Now** button to choose a Plan. The next benefit available will automatically appear.

9. Please note: If you log out of the system at any time without finishing your enrollment, the system will save all elections and pending elections made prior to you logging out.

10. A Beneficiary screen will appear and you may enter your beneficiary information here for your Life insurance or Voluntary Life Insurance elections.

11. A Confirmation Statement will appear when the enrollment is complete. This Statement will show your demographic information, current enrollment summary benefit elections, and all future enrollment summary benefit elections.

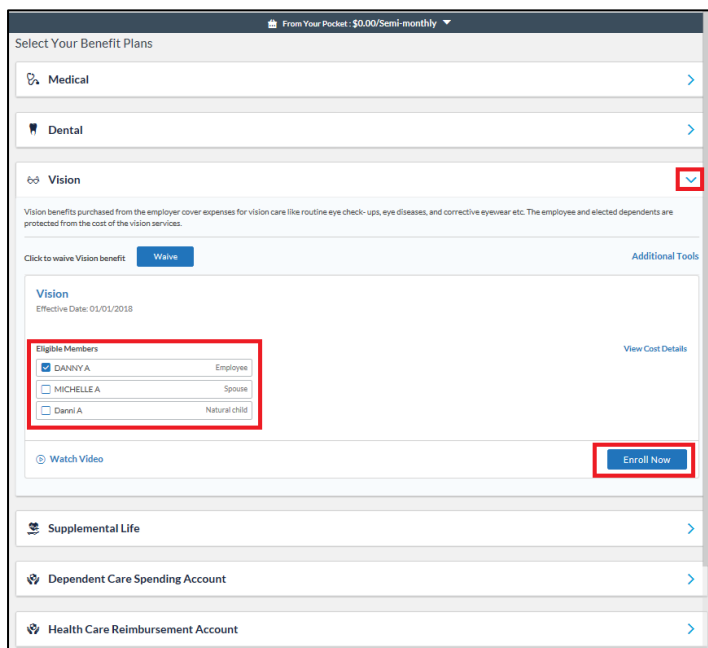
12. Click the **Finish** button to save and submit the New Hire Benefit Elections.

13. A pop up will appear that your enrollment is complete and then your dashboard will appear.

14. On your dashboard, you will see a tile called "Upload Documents" Click on this tile to upload any verification documents.

15. A countdown will appear at the top right corner of your dashboard, notifying you of the amount of time remaining to make any changes to your new hire benefit elections.

16. Once satisfied with your elections, log out of BenXcel by clicking your Name then "Log Out" at the top right corner of your screen.



EMPLOYER CONTRIBUTION TO BENEFIT COSTS:

The Future Enrollment Summary on the Confirmation Statement also reflects your "Spending Credits." This is the defined amount per pay period provided by the City of Merced to assist with your benefit premiums.

IMPORTANT NOTE:

The employer's contribution (spending credits) will not appear on the confirmation statement until HR has approved your elections. You may log into the site to view the employer's contribution **after** you receive an email to confirm your elections have been accepted by HR.

Please see the screen print below as an example of how your employer contribution (spending credit) will appear in your future enrollment summary.

Confirmation Statement

Employee Settings | Welcome - TEST NEWTWO (Employee)

BenAdmin

Employee Home > Confirmation Statement

Plan Name	Effective Date	Cost Effective	Current Coverage	Employee Cost	Employer Cost	Pre Cost	Post Cost
Voluntary Employee AD&D (Post-tax) Effective 05/05/2020 Cost Effective 05/05/2020 - 12/31/2020				\$0.65	\$0.00	-	\$0.65
Voluntary Spouse Life (Post-tax) Effective 05/05/2020 Cost Effective 05/05/2020 - 12/31/2020	test spouse (Spouse)		\$20,000.00				
Voluntary Dependent Life (Post-tax) Effective 05/05/2020 Cost Effective 05/05/2020 - 12/31/2020	test child (Natural child)		\$10,000.00	\$0.92	\$0.00	-	\$0.92

Category	Amount	Category	Amount
Total Benefit Employee Cost	\$290.62	Total Employee Cost	\$290.62
Spending Credit Spending Credits Allotted	\$68.32	Total Employer Cost	\$720.12
Spending Credit Spending Credits Applied	\$68.32	Total Employee Pre Cost	\$283.08
Spending Credit Spending Credits Remaining	\$0.00	Total Employee Post Cost	\$7.54
Out of Pocket Total Employee Bi-weekly Deduction			\$222.30

Copyright © 2016 BenXcel. All Rights Reserved. benxcel

10:51 AM 09/28/2020

At the top of the Confirmation Statement, there is a drop down menu for Effective Date: You must choose the latest effective date to view the spending credits that will apply. Please see the screen print below.

Confirmation Statement

City of Merced | Change

Employee Settings | Welcome - Kelley Gault (Partner)

BenAdmin

Home > Company Home > Employee Home > Confirmation Statement > Search Employee

Search Employee or Dependents

Managing: TEST POLICE DEPT

Effective Date: ... Select Effective Date ...

- September 14, 2019
- January 1, 2020
- March 1, 2020

DEMOGRAPHICS

Name: TEST POLICE DEPT | Date of Employment: 08/15/2019 | Most Recent Hire Date: ---

Effective Date: 08/15/2019

CURRENT ENROLLMENT SUMMARY

PLAN NAME	COVERAGE	EMPLOYEE COST	EMPLOYER COST
Anthem Blue Cross EPO High Option Plan (Pre-tax) Effective 08/15/2019 Cost Effective 08/15/2019 - 12/31/2020	TEST POLICE DEPT (Employee)	\$49.04	\$236.42
Health Care Flexible Spending Account 2019	Employee Coverage - \$500.00	\$50.00	\$0.00

Copyright © 2019 BenXcel. All Rights Reserved. benxcel

12:35 PM 08/15/2019