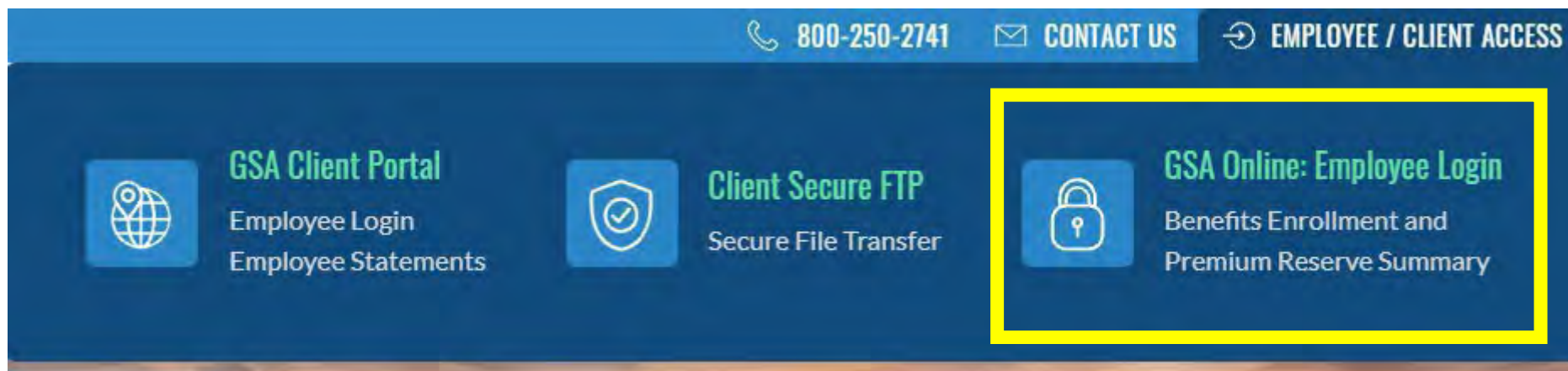


Visit GSANational.com to access the Benefit Enrollment Portal

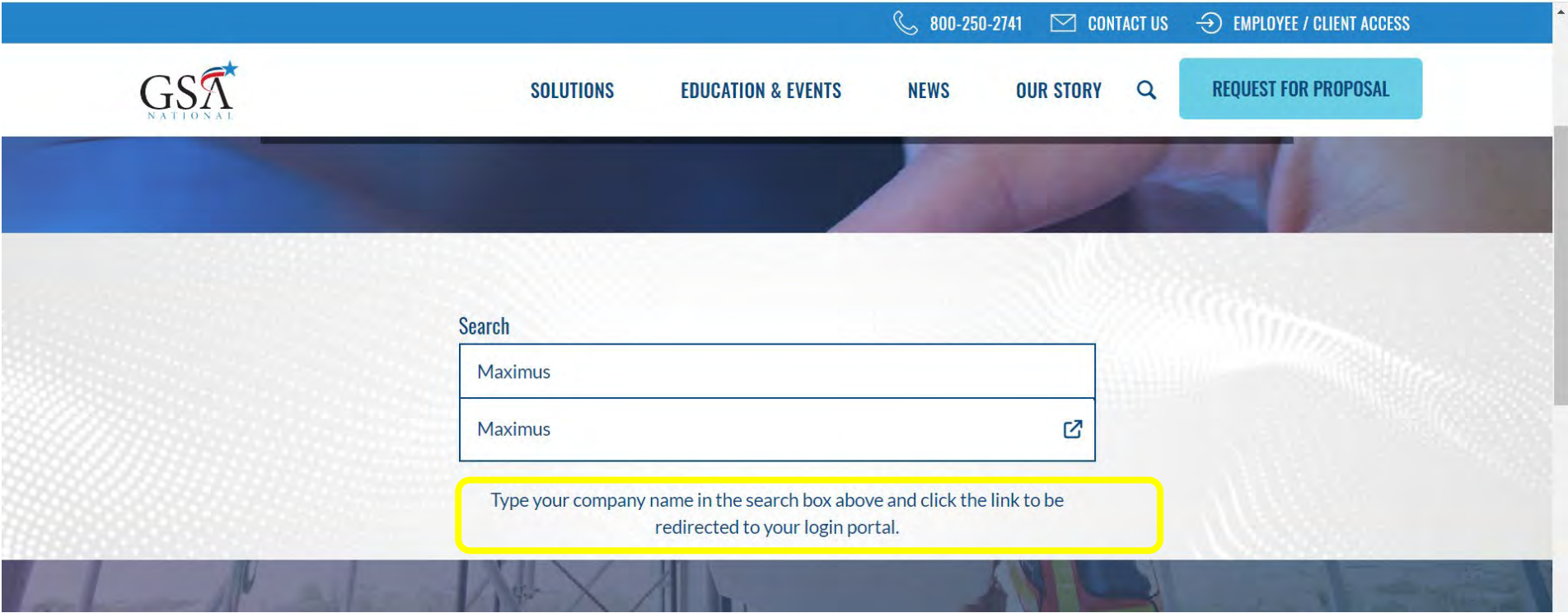
Select “Employee/Client Access” in the top right corner of the homepage.



Select “GSA Online: Employee Login” from the drop-down menu.



Type “Maximus” in the search bar and click on the “Maximus” option that appears.



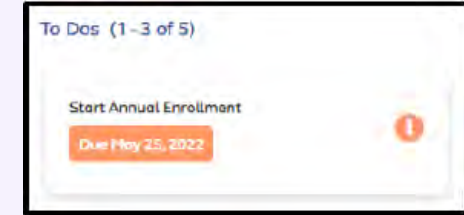
Scroll to the bottom of the page and click on the blue “click here” button.



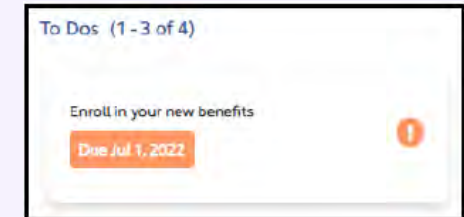
How to Start Your Benefits Open Enrollment

On the home page, select your type of enrollment, you should see one of the following.

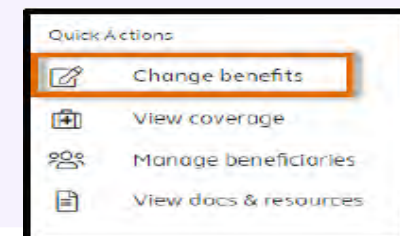
Annual Enrollment: Select the To Do titled "Start Annual Enrollment". The To Do contains the due date to complete your annual enrollment.



New Hire: Select the To Do titled "Enroll in your new benefits". The To Do contains the due date to complete your new hire enrollment.



Qualifying Life Event: Select "Change benefits" on the navigation panel on the left side of the homepage. On the next page select the event type and the specific life event. Enter the date of the life event and click continue to proceed to enrollment.



Review and Elect Benefits

A. The Benefit Summary page lists all benefits you are eligible to enroll in. To enroll or make changes to a benefit, click the View/Change button on each benefit you wish to update.

 Medical Core HSA - Employee Only 26 Deductions per year	Employer Cost \$336.90	Your Cost \$0.00
View / Change		

Making Your Benefit Elections

Once within the benefit, select the desired level of coverage based on **Who is being covered:**

Who is being covered?

- Employee Only
- Employee and Spouse
- Employee and Child(ren)
- Family

The plan and costs will update automatically based on the selected tier level.

Available Plans

Available Plans

No Coverage
Currently Enrolled
Currently Selected

Core HSA - Employee Only

Deductible

Max Out of Pocket

Co-Insurance

Select this plan + More information

To select a plan, select the “Select this plan” button in the lower left-hand corner of the plan option.

The election will be highlighted.

To keep the current coverage option, Click the **Continue** button on the right side of the page



Spousal Attestation for Medical Coverage

You will be required to answer the question, “*Does your spouse have access to medical coverage through his/her employer?*” to complete your medical plan enrollment. If you do not have a spouse or if your spouse is also employed by Maximus, please answer “No”.

Please answer the following

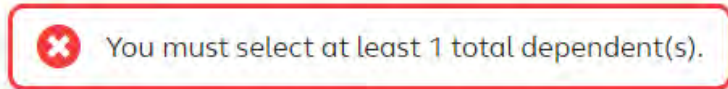
Does your spouse have access to medical coverage through his/her employer? (If you do not have a spouse, or your spouse is employed by Maximus, please select 'No')

- Yes
- No


Adding a Dependent to Coverage

If enrolling a spouse or dependent in coverage, click on the box “Add a person”.

Use the checkboxes to add or remove dependents for this plan

 You must select at least 1 total dependent(s).

Assign a Dependent

 Add a person

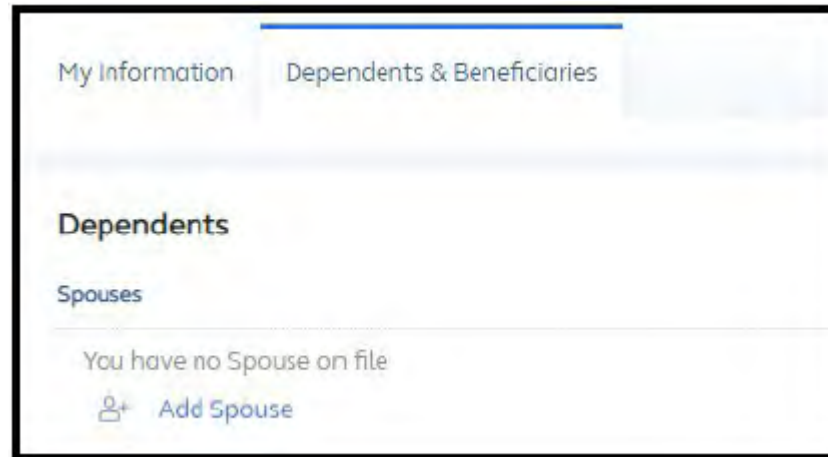
If you are dropping a dependent from medical, dental, and or vision, you must uncheck the dependent you are dropping

Assign a Dependent

baby girl (Adopted Child) (9/6/2022)

Dependents and Beneficiaries

1. Select the **+** button under the appropriate record type (spouse/dependent/beneficiary)
2. Update all required demographics fields and click **Save**.
3. Once all records have been added, select the **Continue** button. This will resume the enrollment process to assign the applicable dependents.




My Information | Dependents & Beneficiaries

Dependents

Spouses

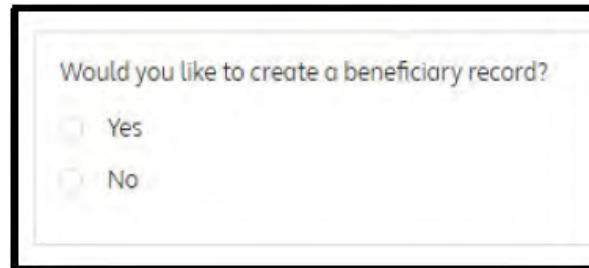
You have no Spouse on file

+ Add Spouse

NOTE: Adding spouse/dependent/beneficiary records to this section does NOT assign them to applicable coverage. Once all records have been added, select Continue. Official assignments to coverage will occur within the benefits as you are making your desired elections.

Dependents and Beneficiaries

TIP: The last question when creating a spouse/dependent record is whether you would like to create a beneficiary record. If you select "Yes," the system will automatically create the beneficiary record for that dependent. If you select "No," the dependent will not act as a beneficiary, and you will need to create the beneficiary record separately.

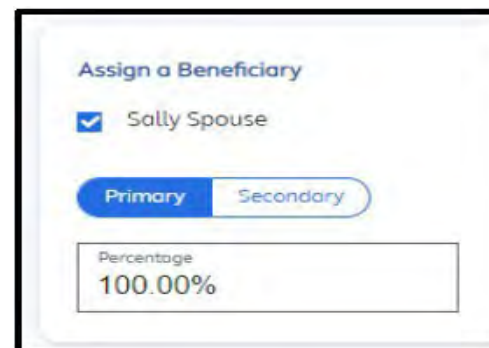


Would you like to create a beneficiary record?

Yes

No

Beneficiary: If you are eligible for a benefit that requires a beneficiary you will be prompted to add one. Multiple beneficiaries can be added. During enrollment, you may designate your beneficiary as primary or secondary and you may also select the percentage allocation for each beneficiary.



Assign a Beneficiary

Sally Spouse

Primary Secondary

Percentage
100.00%

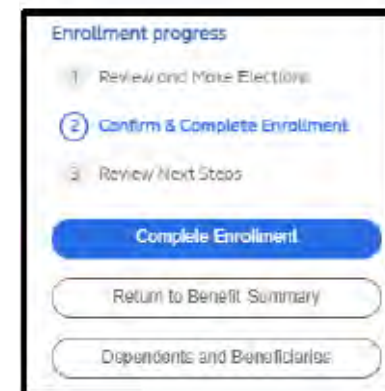
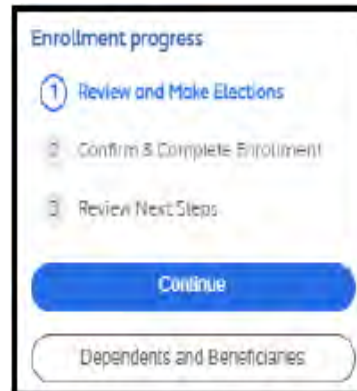
Next Steps

After all required information is captured, the benefit will move to the completed benefit section of the benefit summary page.



Complete the process for any remaining benefits in the Incomplete Benefits section.

- Once all elections have been completed, the Continue button on the right side of the Benefits Summary page will turn blue and can be clicked.
- Follow the prompts and any confirmations on the following screens.
- Initial confirmation of enrollment.
- Select Complete Enrollment.



Health Savings Account (HSA)

If you are enrolled in a Maximus HDHP (**and are not enrolled in Medicare, part A or B OR TRICARE**) then you are eligible to contribute to a Health Savings Account (HSA). Please click on the button that applies to you.


Health Savings Account (HSA)

Eligibility

Since you enrolled in a high deductible health plan, you can save for your expenses before-tax in a Health Savings Account (HSA).

First, let's make sure you're eligible. Indicate which of these apply to you:

- I'm covered by Medicare or TRICARE (except for veterans with a disability rating).
- I'm covered by another non-high deductible health plan (that is, a plan with a deductible less than \$1,400 for individuals and \$2,800 for families, based on IRS limits).
- I receive reimbursements for medical expenses from someone else's general purpose Flexible Spending Account.
- I will be claimed as a dependent on someone else's tax return.
- None of the above.

 You must provide a response.

Dependent Verification

Before we move on...

Notes

DEPENDENT VERIFICATION:

If you are adding new dependents to Maximus benefits programs, you must provide the following documents:

For your legal **Spouse** – marriage certificate and/or a copy of the employee's latest year's tax return showing filing status (married filing jointly or married filing separately, financial data can be redacted, still accepting 2022 tax documents). If married this year, the tax return is not needed.

For your **Child(ren)** under 26 years of age - a birth certificate, adoption paperwork, or legal guardianship paperwork.

Documentation should be posted within Worklife on the Employee Home page in the To Do prompt or within the Life Event Process.

Items verified

Please click the Continue button to review your enrollment elections on the next screen.

NOTE: Failure to provide documentation within the timeframe will result in dependents not being added to coverage

Finishing Your Enrollment

Next Steps:

- You will receive a notice that your enrollment has been successfully completed
- Please print or save your **confirmation page** for your records
- You may view your confirmation and review plan documents, etc., anytime on your home page
- Once completed, click the logout button on the left-hand side of your screen

Please indicate approval below and click the Complete Enrollment button to the right to indicate agreement.

Instructions

Please read the instructions on completing your enrollment below. After reviewing your elections and signing your initials in acknowledgement, click "Complete Enrollment".

To complete your enrollment process:

'REVIEW' your benefit elections below

'ENTER' your initials in the Agreement field

Click 'COMPLETE ENROLLMENT' to reach the 'CONGRATULATIONS' page

Congratulations!

Agreement

1 Review and Make Elections

2 **Confirm & Complete Enrollment**

3 Review Next Steps

Complete Enrollment

Return to Benefit Summary

Dependents and Beneficiaries

Your Total Cost
\$115.00

Please enter your initials below to indicate agreement.

Your Initials *

You must enter at least 2 characters in the Agreement box in order to activate the Complete Enrollment button.

NOTE: If you do not get to the Congratulations screen, you have not completed your enrollment

Your Enrollment is Complete

Next steps

CONGRATULATIONS!

- To view and get a printer ready copy of your elections, click view, select the Download button, and feel free to continue using Worklife.

View

- Note: one or more of your covered dependents may need verification of eligibility. Verification requires certain documentation to be submitted for each newly added dependent.

Proceed to

For additional assistance, please contact GSA National Call Center:

Monday through Friday, between 8:30 a.m. and 7 p.m. ET: 800.250.2741