

## Enrollment Info

View video overview of enrollment here: <https://www.youtube.com/watch?v=SpHS-8mxj9g>

1. Go to [LGH ADP LINK](#) - Access via Quicklinks on StarNet

Quick Links

- Workday Employee Self-Service >
- Kronos >
- Daily Cafeteria Menu >
- Pennfor (formerly Lawson) >
- OnCall Schedule >
- Classifieds >
- Safety Net >
- Workplace Violence Form >
- Employee Injury Form >
- MyLGHealth >
- Knowledge Link >
- Compliance Hot Line >
- Convenience Pharmacy >
- Share Your Experience >
- MyLinks >

Penn Medicine Lancaster General Health  
*Exceptional Acts of Care*

Learn about the exceptional work of the Pathology Department!

Exceptional Acts of Care Video Series  
Jennifer and Rhonda are driving forces of continuous improvement, enhancing services in cytology and surgical pathology.

Exceptional Pulse Survey DEI Training Well-Being Career Event

LIVE YOUR LEGACY

Pennfor

Pennfor

Legacy Moments Star

Penn Medicine Lancaster General Health  
Kylee Schober, RN - BSN, Joy Leister, Nursing Supervisor & the WBH Nursing Team  
Women & Babies Hospital, Couplet Care Unit & Women's Inpatient Unit  
A patient and her family recognized Kilee. Jov. and

2. Login in using your network username and password — the same information you use when logging on to your work computer.



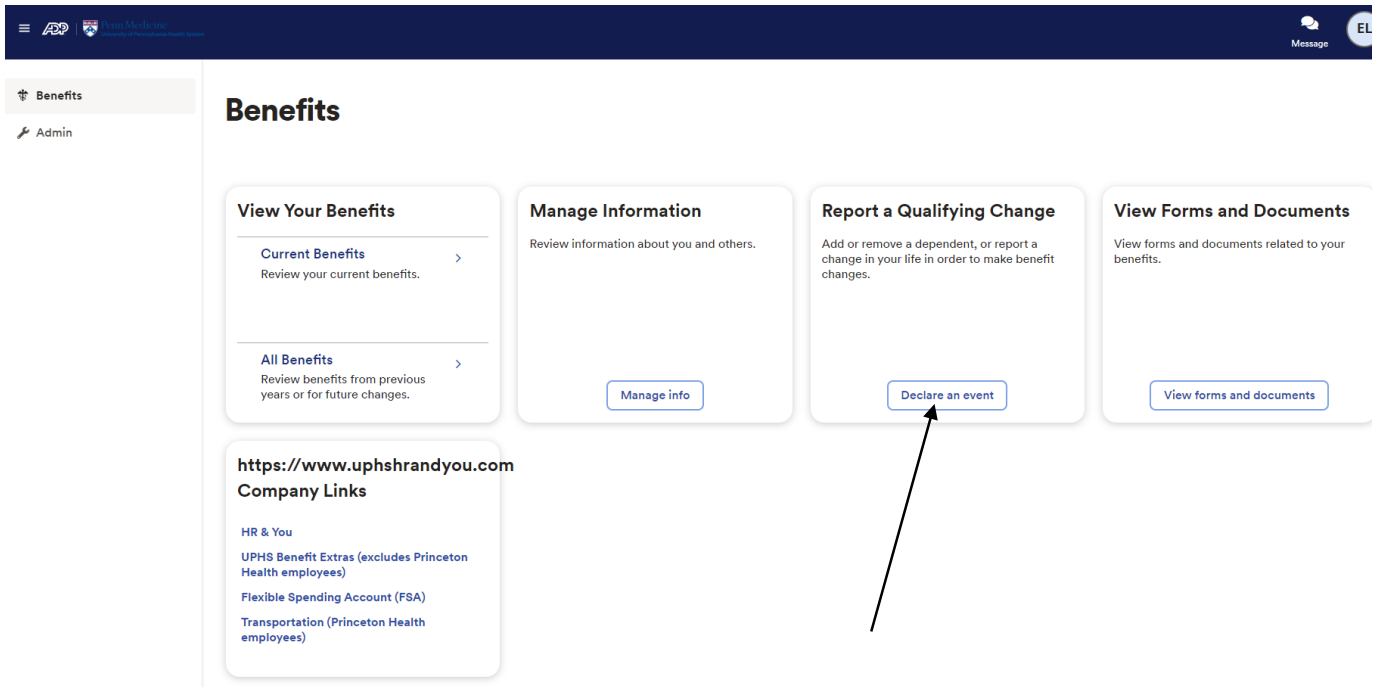
### Remote Access Portal

Username

Password

[Unlock/Reset Password](#)

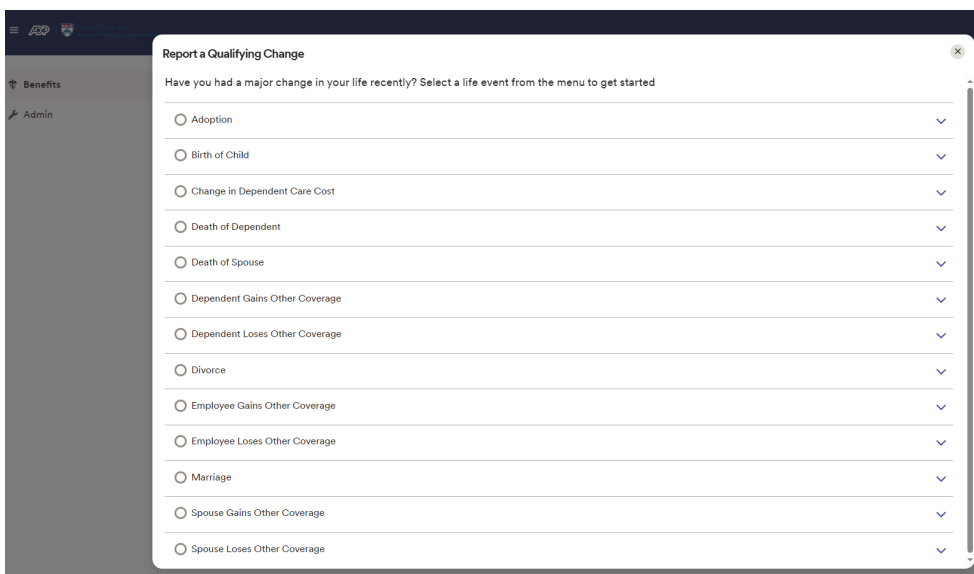
### 3. You will land on your benefits dashboard in ADP.



4. If you are enrolling, you will see a task to begin enrollment. **You can skip to step 8.**

5. If you are visiting to add a life event (i.e. marriage, baby, etc.), click on **"Declare an Event"** in the Report a Qualifying Change box. *(see arrow above)*

6. Select from list which life event you are reporting



7. Enter the date of the event and click the 'Continue' button. The rest of the steps will proceed the same whether you are enrolling or adding a life event.

**Report a Qualifying Change**

Have you had a major change in your life recently? Select a life event from the menu to get started

Adoption

Birth of Child

Congratulations on your new child!

You may take this opportunity to modify your benefits such as adding your new child to your existing medical insurance or increasing your Health Care Reimbursement Account yearly contribution. You must add your child to your list of dependents to cover them under your benefits.

You have 30 days from the date of the event to make changes to your benefits as well as provide the appropriate documentation to ADP Dependent Verification Services.

If you choose to cover dependent(s) on your benefits, you can submit the necessary documentation immediately following the submission of the event. If you do not submit the documentation at this time, you will be contacted to produce documents that validate your dependent(s) eligibility. You have 30 days from the date of your qualified change event to submit copies of the required documents (certified copy not required). If you fail to provide the requested information, your dependent(s) coverage will be removed.

Valid dates for this life event are between 08/24/2024 and 09/23/2024.

09/01/2024

Continue

Change in Dependent Care Cost

Death of Dependent

Death of Spouse

Dependent Gains Other Coverage

Dependent Loses Other Coverage

8. Survey Question - Answer the survey question and then click on Next. The Next button will turn blue when you have answered the question.

### Survey Questions

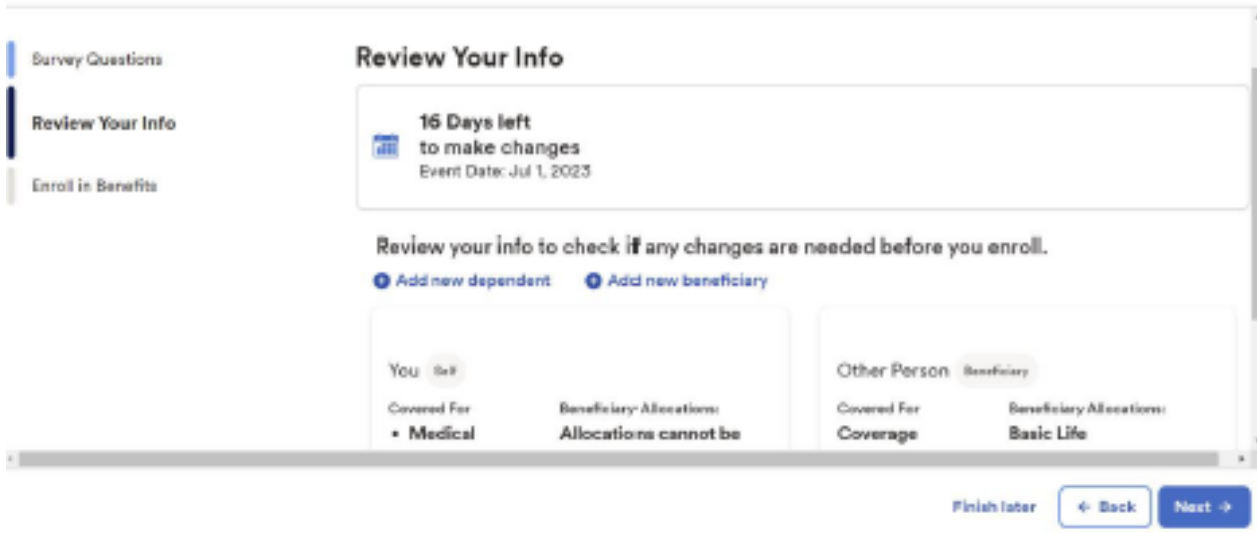
30 Days left to make changes  
Event Date: Nov 26, 2024

Make a selection to continue

When adding a spouse to LGH insurance there is a spouse certification process that must be completed. The spouse eligibility form can be obtained on the LGH Benefits website at <https://www.lghealthbenefits.com/resources/forms/> Please return completed form to the LGH benefits team at [lgh-benefits@penmedicine.upenn.edu](mailto:lgh-benefits@penmedicine.upenn.edu) Eligible Spouse Rule\* Spouses are eligible to elect LG Consumer or LG Select Plan as primary if: - Self-employed (Note: Work related injuries or illnesses are not covered) - Unemployed - Employed but employer does not offer health insurance - Employed, but paying 50% or more of their employer's cost of single health insurance coverage If spouse pays less than 50% of their employer's cost of single health insurance coverage, LG Health Insurance Plans will be available as secondary coverage, if desired. \*Eligible Spouse Rule only applies to Health Insurance Plans. Dental and Vision Plans are not governed by the Eligible Spouse Rule.

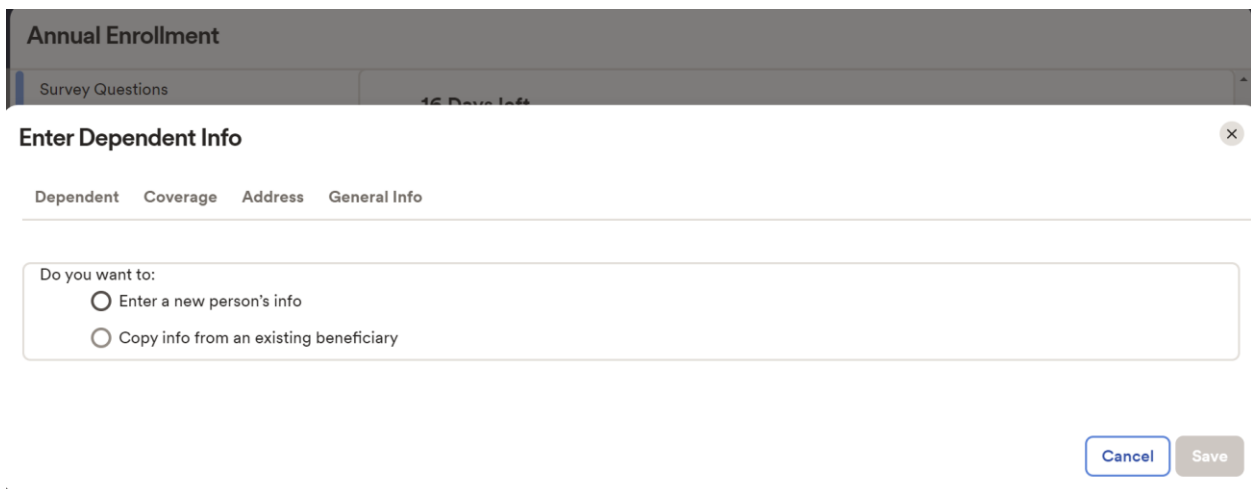
I agree

9. Review Your Information – Your dependents and beneficiaries will show on this screen. You can add new ones here if needed. Click on the blue *Next* button to get to the next screen.



10. If you need to add a new dependent, you have the option of entering new information or copying information from an existing beneficiary.

- *If you are adding a new dependent you will receive a communication from Dependent Verification Services to provide documentation showing proof of dependent. You can also upload documentation directly via link on your dashboard.*



11. Enroll in Benefits - All of your elections will show on this page. You should review all coverage listed. Coverage changes are made here, if needed. To change an election, click on 'Change plan'.

✔ Your Elections (7)

### Medical

Effective Date: Nov 26, 2024

Current Election

**LG Select** **\$139.51**  
Show price breakdown [→ Change plan](#)

Covered Individuals (Self + Spouse)  
You and [REDACTED] are covered

### Dental

Effective Date: Nov 26, 2024

Current Election

**Premium Plan** **\$14.19**  
Show price breakdown [→ Change plan](#)

Covered Individuals (Self + Spouse)

12. If you click on "Change plan" you will see the screen below. This screenshot shows the medical coverage. Your dependents will show here. **You need to check the box next to your dependent's name if they should be covered under this plan.**

### Medical

Make your benefit election choices by clicking the button for the desired plan and coverage level. Your current enrollment information is reflected. If you select coverage other than Employee Only, then you must specify the dependents you want to cover in the Who Is Covered section.

**Covered Individuals**

You     Johnson      Spouse

**2 Plans Available**

Selected

[Waive benefit](#) [Save selected plan](#)

13. Select your plan. The price will adjust based on the plan and dependents checked.

READY TO MAKE ▼

Who do you want to cover?

[Redacted]  [Redacted] (Spouse)  [Redacted] (Child)

### 2 Plans Available

<p><span>Selected</span></p> <p><b>LG Select</b></p> <p>Selected plan</p>	Per Paycheck <b>\$139.51</b>
<p><b>LG Consumer</b></p> <p>Select plan</p>	Per Paycheck <b>\$0.00</b>

14. Click on 'save selected plan' when finished. You will have the option of proceeding to the next coverage option or going back to the main page.

### Save Your Medical Election ×

**LG Select** **\$164.39**

Effective Date: Nov 26, 2024 [Show price breakdown](#)

#### Covered Individuals

Coverage Level (Self + Family)

You

Spouse

Child

[Save and return to all benefits](#) [Continue to Dental](#)

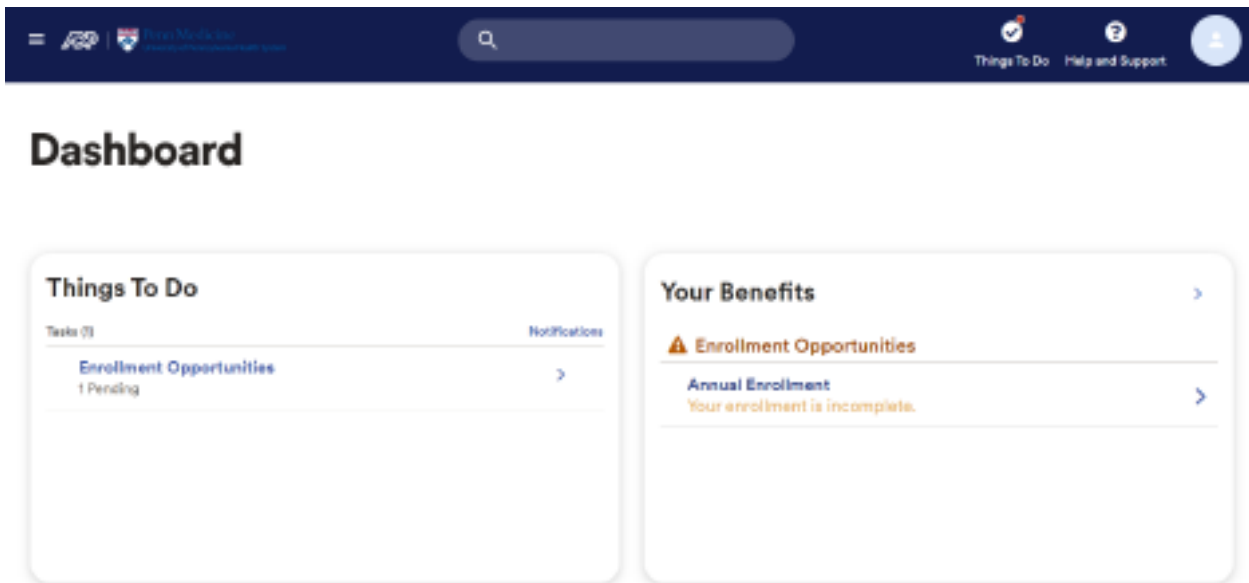
**15. IMPORTANT – The most important step is to confirm your elections.** You must click on “Confirm elections” to save all of your elections. Your enrollment will be incomplete if you do not confirm. You are able to go back into the enrollment to make additional changes, if needed, during the Open Enrollment period.

The screenshot shows the 'Annual Enrollment' interface. On the left, a sidebar contains 'Survey Questions', 'Review Your Info', and 'Enroll in Benefits'. The main content area is titled 'Your Elections (11) Waived Benefits (1)'. Under the 'Waived Benefits (1)' heading, there is a card for a 'Dependent Care Spending Account' with an effective date of July 1, 2023. A 'Currently Enrolled' status is shown with a checkmark. The account is 'Waived' with 'No Coverage' and a cost of '\$0.00'. A 'Show price breakdown' link is present. An 'Update contribution' link is also visible. At the bottom, there are buttons for 'Finish later', 'Back', and 'Confirm elections'.

16. Once you hit confirm election, your life event will be recorded or your enrollment will be complete. You will be brought to a screen where you can download/print a confirmation.

The screenshot shows the 'Annual Enrollment' interface at the 'Enroll in Benefits' stage. The sidebar includes 'Your Elections (11)', 'Waived Benefits (1)', and 'Personal Info (3)'. A notification states '12 Days left to make changes' with an event date of July 1, 2023. An 'Estimated Cost' section shows 'Per Paycheck \$258.92'. A green confirmation banner reads 'You have completed your enrollment.' with a confirmation number (20230418104556), event date (Jul 01, 2023), and last confirmed date (Apr 18, 2023). A 'Download confirmation' button is provided. At the bottom, there is an 'Exit and return to benefits' button.

## Examples of an incomplete enrollment



## Benefits

### Annual Enrollment ⚠ Incomplete

🕒 12 day(s) left to enroll in benefits.

Enrollment Effective: July 1, 2023

[✎ Continue enrollment](#)





You will see the below banner when you go into the Annual Enrollment if you have not confirmed your elections. When finished making your elections, click on '**Confirm Elections**'

**Annual Enrollment**

Survey Questions  
Review Your Info  
**Enroll in Benefits**

### Enroll in Benefits

Your Elections (11) Waived Benefits (1)

**12 Days left to make changes**  
Event Date: Jul 1, 2023

**Estimated Cost**  
Per Paycheck \$258.92

⚠ Your elections will not be processed until you select 'Confirm elections'.

✔ Your Elections (11)

Finish later [← Back](#) [Confirm elections →](#)

You will see the below message. Click on “I agree and confirm election”.

### Agree and Confirm Elections

I certify that any documentation or certification required and provided for this enrollment, election or election change is true, accurate and complete, and that my employer may rely on the information. I acknowledge that the provision of false, misleading or incomplete information may result in adverse consequences under the terms of my employer's Plan or Plans, including without limitation, termination or rescission of coverage, recovery of benefits paid, fines and penalties under law.

Furthermore, I, the undersigned, authorize my employer to deduct from my wages the amounts required to pay my share of the premiums and/or contributions for the benefits elected under my employer's pension and benefit plan(s). I further understand that any credit provided by my employer, not represented in the cost calculation, will reduce the amount deducted from my wages. Where elected by me or required by plan design, these deductions shall occur on a pre-tax basis. All the other deductions shall be taken on a post-tax basis. Such deduction amounts may only be changed at my employer's open enrollment or as reflected in the applicable plan documents and summary plan descriptions, which are available on [www.upshrandyou.com](http://www.upshrandyou.com).

**Update to add LGH benefits website**

[Cancel](#) [I agree and confirm elections](#)

Finish later [← Back](#) [Confirm elections →](#)

Your Benefits dashboard will now show your enrollment as complete.

## Benefits

**Annual Enrollment** ✔ Complete

🕒 12 day(s) left to enroll in benefits.

Enrollment Effective: July 1, 2023

[✎ Make changes](#)

[☰ View elections](#)

