To view benefits information, please visit Employee Self Service (ESS) via the Administrative Applications and Resources (AAR) portal using your secure EID and password.

**Cost Share**


2. When prompted, enter your eID and password.

**Common Errors**

a) “Server may be obsolete” – try using Internet Explorer to access AAR

b) “Could not display page” or “Page will not load” – log in using DUO and secure.colostate.edu.
3. On the Oracle Applications Home Page, choose **CSU Employee Self-Service**, then select **CSU Benefits**.

![Navigator screenshot](image)

4. A new window will open the **Legal Disclaimer**. Click **Accept**, then click **Next** at the top right.

![Legal Disclaimer screenshot](image)

5. On the **Online Benefits Enrollment: Individuals and Beneficiaries** page, ensure your dependent and beneficiary information is correct. If no changes need to be made, **Skip to Step 10**.
   a. If you need to update an individual who has **not** been employed by CSU, click the pencil icon.
   b. For a current or former **CSU employee**, contact the HR Service Center at **MyHR@colostate.edu**.
   c. To add an individual, click **Add Individual**.

![Add Individuals and Beneficiaries screenshot](image)

6. On the **Add Individuals and Beneficiaries** page, complete the fields under **Name and Relationship**.
a. The name of a covered dependent, must be entered exactly as it appears on their Social Security card.

b. If an individual will only be a beneficiary, always choose “Beneficiary” in the Relationship field regardless of their relationship to you.

7. Complete the Address Information or choose Shared Residence if the individual's address is the same as yours.

8. Complete Miscellaneous Information, then click Apply.
   a. A social security number (SSN) is required for individuals covered on a benefit plan.
   b. Beneficiaries do not require a SSN.

9. Your list will show the new designation. Repeat the steps until all individuals have been added. Click Next to continue.

10. On the Select Program page, select CSU Benefits Plan (Cost Share), then click Next.
11. The **Benefits Enrollment** page will show current enrollment and beneficiary designations. To change your benefits, click **Update Benefits**.

12. When the benefits page loads, click on the appropriate checkbox in each insurance section to indicate the desired elections for the new plan year.

**Medical**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Coverage Level/Action</th>
<th>Select</th>
<th>Employee Pre-Tax Cost</th>
<th>Employee After-Tax Cost</th>
<th>Imputed Income</th>
<th>CSU Cost</th>
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<tbody>
<tr>
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<td>Family</td>
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</tr>
</tbody>
</table>

**Health Savings Account (HSA)**
Note: If you are enrolling in the Ram Plan-HDHP, you must also select coverage in the Health Savings Account (HSA), even if you are not going to make an employee contribution. This will ensure you receive the University's $500 contribution.

Dental

Refer to the Dental Basic and Dental Plus Comparison Guides for summary plan information.

Vision

General Information. The CSU medical plans include eye exam benefits. The voluntary vision plan through VSP is primarily intended as a material insurance plan (i.e., glasses, contact lens exam benefit). A vision discount plan is also available to you free of charge through Eyemart Express. Carefully review your Vision Benefits for plan benefit information.

Short and Long Term Disability
You may not modify coverages under STD, LTD, or Basic Life.
Basic Group Term Life (AD&D)

Voluntary Term Life Insurance (Employee; Spouse/Domestic Partner/Civil Union; Child(ren))

Flexible Spending Accounts (FSA) – Health Care and Dependent Care

Voluntary AD&D
13. If the appropriate Coverage Level (e.g. “Employee + 1” or “Family”) is not offered, please click **Add Individual** at the bottom of the screen to review individuals associated with your record.
   a. To add an individual, **Follow Steps 5-8.**

![AddEdit Individuals and Beneficiaries](image)

14. Once all elections have been made click **Next** at the top right of the screen.

![Update Benefits: Update Enrollments](image)

15. On **Update Benefits: Cover Individuals**, specify which eligible individuals should be covered by clicking the checkbox under the **Cover** column.

![Update Benefits: Cover Individuals](image)

16. Click **Next** when your coverage selections are complete.
   a. If you have not designated individuals properly, the system will return an error indicating which plan does not satisfy the individual coverage requirements.

17. The next screen, **Update Benefits: Update Beneficiaries** will list any individual (spouse, domestic partner, civil union partner or child) or beneficiary (individual, organization, trust or estate) that can be designated as a beneficiary.
   a. **Note:** The employee is the beneficiary for spouse and child life insurance policies.

18. Enter values in **whole percentages** that equal 100% (e.g. 33%, 33% and 34%).
   a. If a beneficiary is not listed, click **Add/Edit Beneficiary** at the bottom of the page.

![Add/Edit Beneficiary](image)

19. Click **Next**, once all beneficiaries have been designated.

20. Congratulations! You have successfully completed your benefits enrollment for health insurance.
   a. If you have elected coverage for a new dependent on any insurance plan, **you must provide official documentation** (e.g. marriage certificate, birth certificate, etc.) to Human Resources via secure fax or email before the end of the enrollment period.

21. Print a **Confirmation Statement** for your records. You may also print the current summary page by clicking **Printable Page**.
22. If any action is required, a "warning" box near the top of the screen will indicate what is needed.
   a. The Benefit Selection area displays the “Suspended” amount (the total amount of requested coverage) and the “Interim” amount (the amount or plan granted until the certification is complete).

   | Employee Voluntary Term Life - Employee Voluntary Term Life (Interim) | Coverage |
   | Employee Voluntary Term Life - Employee Voluntary Term Life (Suspended) | Waive Coverage |

23. To complete your enrollment, click on Finish on the Confirmation page. You will be returned to the Update Benefits page.

24. If you need to make additional changes, click Update Benefits.

25. If enrollment is completed, click Logout to exit Employee Self Service.