MaineStreet Employee Self-Service

Before you begin
The following information is needed prior to enrolling in benefits using MaineStreet Employee Self-Service. Further enrollment instructions can be found on the reverse side.

MaineStreet User ID and password ([https://mainestreet.maine.edu](https://mainestreet.maine.edu))

You will use your UMS ID and password to log in to the MaineStreet portal. If you already use a maine.edu email account, then you have already activated your UMS Account. If you need to activate your UMS Account, follow the instructions on this webpage: [http://help.its.maine.edu/help/accountspasswords/umsidaccountactivation](http://help.its.maine.edu/help/accountspasswords/umsidaccountactivation)

Note: If you need help with your User ID and/or password, call the IT User Services Help line at 1-800-696-HELP (4357).

Medical Plan Enrollment Changes Enrollment or changes to your medical enrollment elections require you to provide a Primary Care Physician Identification number (PCPID). You can call Cigna at 1-800-244-6224 or visit [www.cigna.com](http://www.cigna.com), click Find a Doctor, select IF YOUR INSURANCE PLAN IS OFFERED THROUGH WORK OR SCHOOL... Enter Location and/or Physician Name and click Search; click on the Physician’s name and then select Open Access Plus, OA Plus, Choice Fund OA Plus WITH CareLink to view PCPID.

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<th>Physician Name</th>
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PCP selection for Quality Incentive Health Plans Choosing a “quality” PCP will ensure less out-of-pocket expenses and better outcomes. Visit [www.getbettermaine.org](http://www.getbettermaine.org) for doctor ratings. Your doctor’s practice must have a minimum of 2 ratings of Good, Better or Best to be considered UMS Preferred.

Dependents & Beneficiaries Names, addresses, social security numbers and dates of birth of your dependents and/or beneficiaries, if not already in system.

UMS Employee Benefits Center

**Mailing Address:** 16 Central Street, Bangor, Maine 04401  
**Telephone:** (207) 973-3373  
**Toll-Free:** 1 (866) 269-9635  
**Fax:** (207) 561-3454  
**Email:** benefits@maine.edu  
**Website:** [www.maine.edu/benefits](http://www.maine.edu/benefits)
MaineStreet Employee Self-Service

Benefits Enrollment

Step 1  When you're ready to enroll, log in to https://mainestreet.maine.edu, (use Internet Explorer or Mozilla Firefox for best results) and click Employee Self-Service > Benefits > Benefits Enrollment. To begin, click the Select button.

Note: Contact the Employee Benefits Center if the Select button is not available.

Step 2  Click Change next to each benefit that you would like to change and make your new selections. Then click Update Elections to store your selection.

FSA accounts terminate at year end! A new election amount (pledge) must be entered each year for Flexible Spending Accounts. Therefore, you must click Change and enter your annual pledge amount for the new year even if it is the same as last year. Note: The maximum pledge for 2017 FSA Healthcare is $2,600.

Step 3  When you are satisfied with all of your choices, scroll to the bottom of the Enrollment Summary page and click Submit. Then you must click a second Submit to authorize your elections.

Benefits Summary

To view your current, future or historical enrollments, click Employee Self-Service > Benefits > Benefits Summary.

Assign Beneficiaries  Provide critical beneficiary information and update your life insurance beneficiaries by clicking 1) Life, 2) Supplemental Life, 3) AD and D & 4) Supplemental AD and D on your Benefits Summary page.

Help

User ID or Password: Call the IT User Services Help line, 1-800-696-HELP (4357).

UMS Benefits: Contact the UMS Employee Benefits Center if you have any questions about your benefit options or if you wish to request paper enrollment forms. The Employee Benefits Center is staffed Monday through Friday from 8:00 am to 5:00 pm.