

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>)

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>

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, 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.

Physician Name	PCP ID

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 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 **Fax:** (207) 561-3454

Toll-Free: 1 (866) 269-9635

Email: benefits@maine.edu

Website: www.maine.edu/benefits





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.

UMS Employee Benefits Center

Mailing Address: 16 Central Street, Bangor, Maine 04401

Telephone: (207) 973-3373 **Fax:** (207) 561-3454

Toll-Free: 1 (866) 269-9635

Email: benefits@maine.edu

Website: www.maine.edu/benefits

