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: https://mail.maine.edu/um/umsacct. 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).

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

Benefits Enrollment (6 Steps)

Step 1 When you’re ready to enroll, log in to mycampus.maine.edu, (use Internet Explorer or Mozilla Firefox for best results) and click Employee Self-Service under the Category Link drop down labelled MaineStreet. To begin, click the Home button, and if necessary select drop down in the header detail below to navigate to Employee Self Service.

Step 2 Click the Open Enrollment Tile from Employee Self-Service
Step 3  Proceed to Benefits Enrollment

Step 4  Click the specific tile that represents the benefit that you would like to review for changes. Then click Update Elections to save those changes.

**FSA accounts terminate at year’s end!** A new election amount (pledge) must be entered each year for Flexible Spending Accounts. Therefore, you must click the tile labeled Flex Spending Health - US and enter your annual pledge amount for the new year even if it is the same as last year. **Note:** The maximum pledge for 2021 FSA Healthcare is $2,750.

Step 5  Then you must click the Submit Enrollment button to finalize your elections.

Step 6  Please review the other steps conveniently included in the navigation on the left to ensure your information is up to date.

**Benefits Summary**

To view your current, future or historical enrollments, click Employee Self-Service > Benefits > Benefits Summary. Access your benefits summary within your active open enrollment session by clicking the Benefits Summary step on the left.

**Questions?**

Please contact the UMS Employee Benefits Center: 207-973-3373, toll-free 866-269-9635 or via email benefits@maine.edu.