

Employee Self-Serve Online Benefit Enrollment Guide

Newly Eligible Enrollment and Open
Enrollment How-To Guide

Employee Self-Serve (ESS)

ESS is the MCC Benefit Portal for all benefit eligible employees.

Through ESS you may:

- ✓ Enroll in benefits when initially benefit eligible.
- ✓ Enroll in benefits during Open Enrollment.
- ✓ View current benefit elections.
- ✓ View designated beneficiaries for pension benefits and life insurance(s).
- ✓ Review your Lay Employees' Retirement Plan benefits.
- ✓ Link to benefit plan information and carriers.

Access ESS by going to:

www.micatholic.org/OpenEnrollment,

www.micatholic.org/benefits, or

<https://mcc.hroffice.com/ESS/mc/Security>

ESS Registration & Login

New Users Enter:

1. Last 4 of SSN
2. Last Name
3. Date of Birth
4. Create Password

Returning Users:

- Enter Username and Password



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take control of your benefits. Please

Username

Password

Sign In

[New User? Register here.](#)



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Please provide the following pieces of information so we can verify your identity.

Social Security Number (last 4 digits)

Last Name

Birthdate (mm/dd/yyyy)

Continue Cancel

Home Page for Newly Eligible employees and Open Enrollment:

Access to:

1. Your Profile
2. Your Benefits
3. Your Retirement
4. Newly Eligible or Open Enrollment link:
 - ✓ Complete your enrollment
 - ✓ Add/Update Beneficiaries
 - ✓ Upload any supporting documentation

The screenshot shows the Michigan Catholic Conference website. At the top left is the logo, which features a shield with a cross and a map of Michigan, next to the text "MICHIGAN CATHOLIC CONFERENCE". At the top right is a user profile icon with the text "My Profile Sign Out". Below the logo is a blue navigation bar with the following links: HOME, YOUR BENEFITS, YOUR PROFILE, YOUR RETIREMENT, and CONTACTS & RESOURCES. The main content area has a dark blue header that says "Open Enrollment 2024". Below this, it states "Open Enrollment for the 2024 plan year will begin October 16 and end November 3, 2023." Underneath is a section titled "Before you begin:" with two numbered instructions: "1. Review your current benefit elections by selecting 'YOUR BENEFITS' above." and "2. Make sure your email address is current by selecting 'YOUR PROFILE' above. Please contact your employer if any other profile information is incorrect." Below the instructions is a blue star icon followed by the text "Click Here to Begin". The bottom section of the page is titled "Welcome to Your Benefits!" and includes a note: "Please note that not all MCC benefit plans are offered by participating parishes, schools, and other Catholic entities. Check with your employer for information on benefits offered and any required employee contributions." To the right of this text is a photograph of a man in a dark blue shirt looking at a laptop. Below the note is a list of actions users can take from the site: "-Enroll in benefits during Open Enrollment", "-Enroll in benefits when newly benefit eligible", "-View current benefit elections", "-View beneficiaries", "-Review your Lay Employees' Retirement Plan benefits", and "-Link to benefit plan information and carriers". On the right side of the page, there is a TELUS Health logo and a box that says "TELUS Health Wellbeing and Employees Assistance Program is a personalized well-being resource designed for employees in the Catholic Church in Michigan. Click here to learn more." Below this is a "Need Help?" section with contact information: "The MCC Benefits Team is available Monday-Friday, 8:30 to 4:45 ET to answer your benefit questions and assist in benefit enrollment." and "Call: 800-395-5565" and "Email: benefits@micatholic.org".

Review Your Profile

Review:

- ✓ Your Basic Information
 - ✓ Your Designated Beneficiary Information
 - ✓ Your Dependents
 - ✓ Your Email Address(es)
- Inform Bookkeeper of any address, date of birth, or name corrections.
 - Call MCC for incorrect dependent information.

The screenshot shows a web interface for 'Your Profile' with a navigation bar at the top containing 'HOME', 'YOUR BENEFITS', 'YOUR PROFILE', 'YOUR RETIREMENT', and 'CONTACTS & RESOURCES'. The main content area is titled 'Your Profile' and includes a warning: 'Please verify all of the information below. Contact your employer if any of the information is incorrect.' Below this are four sections: 'Basic Information' (with sub-fields: SSN, Date of Birth, Gender, Communication Preference), 'Beneficiary Information' (with a link 'View Your Beneficiary Information'), 'My Family' (with a 'BIRTHDATE' column), and 'Contact Information' (with tabs for 'Address', 'Email', and 'Telephone', and a link 'Add New Email'). At the bottom, there is a 'Primary Work Email' field with an 'Update' link. A 'Need Help?' sidebar on the right provides contact information for the MCC Benefits Team.

To View, Add or Update Your Email:

To view and update email(s) and on record, click the Email tab

- If there's no email on record, Add New Email. Enter Email Information Click Save
- Be sure to select an email address as "Primary"

The screenshot shows a web portal with a navigation bar containing 'HOME', 'YOUR BENEFITS', 'YOUR PROFILE', 'YOUR RETIREMENT', and 'CONTACTS & RESOURCES'. The 'YOUR PROFILE' section is active and contains the following content:

- Your Profile**: A message asking to verify information and contact an employer if incorrect.
- Basic Information**: A form with fields for Name, SSN, Date of Birth, Gender, Communication Preference, and a blurred image.
- Beneficiary Information**: A link to 'View Your Beneficiary Information'.
- My Family**: A table with columns 'NAME' and 'BIRTHDATE'.

NAME	BIRTHDATE
Isabel Patricia Hershey	10/16/1999
	11/25/1952
- Contact Information**: A section with three tabs: 'Address', 'Email', and 'Telephone'. The 'Email' tab is selected. It contains a form with the following fields:
 - Email Type**: Personal (dropdown)
 - Primary Ind**: Yes (dropdown)
 - Email Address**: hdl@hewydewyandlouie.comAt the bottom of this form are 'Save' and 'Cancel' buttons.

To the right of the main content is a 'Need Help?' sidebar with contact information for the MCC Benefits Team: 800-395-5565 and benefits@micatholic.org.

Red boxes highlight the 'Contact Information' section and the 'Add New Email' link.



My Profile Sign Out

- HOME
- YOUR BENEFITS**
- YOUR PROFILE
- YOUR RETIREMENT
- CONTACTS & RESOURCES

Your Benefits

Below are your benefits on file as of today (09/22/2023). It does not reflect any pending changes that have been reported on your account. Please contact the MCC Benefits Team if you believe that these benefits are incorrect in any way.

	PLAN	LEVEL	COVERED	ENROLLED AS OF	LAST CHANGE
MEDICAL					
	Blue Cross - Blue Shield PPO1	Employee & Child		09/01/2019	07/01/2023
DENTAL					
	Dental	Employee & Child		09/01/2019	09/01/2019
VISION					
	Vision	Employee & Child		09/01/2019	09/01/2019
LIFE/AD&D					
	2 x Pay Life Insurance	2 times Pay		07/01/2014	07/01/2022
OPTIONAL LIFE					
	Optional Life	\$100,000		01/01/2017	01/01/2023
	Child Optional Life	Waive		01/01/2015	01/01/2018
DISABILITY					
	Long-Term Disability	60% of Pay		07/01/2014	07/01/2023
FSA					
	Healthcare FSA	Annual Amount		01/01/2023	07/01/2023
	Dependent Care FSA	Waive		07/01/2014	01/01/2018

Need Help?

The MCC Benefits Team is available Monday-Friday, 8:30 to 4:45 ET to answer your benefit questions and assist in benefit enrollment.

Call: 800-395-5565
Email: benefits@micatholic.org

Review your current benefit elections.

- Which plans are you enrolled in?
- Which family members are covered under each plan?

When Ready, Complete Your Enrollment

For Newly Eligible or Open Enrollment:

★ *Click Here to Begin:*

1. Complete your enrollment
2. Add/Update Beneficiaries
3. Upload any supporting documentation, as needed

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My Profile Sign Out

HOME YOUR BENEFITS YOUR PROFILE YOUR RETIREMENT CONTACTS & RESOURCES

Open Enrollment

Open Enrollment for the 2023 plan year will begin October 17 and end November 4, 2022.

Before you begin:

Please contact your employer if you are not seeing "YOUR BENEFITS" above.
Please contact your employer if you are not seeing "YOUR PROFILE" above.
If you believe your information is incorrect.

★ [Click Here to Begin](#)

Welcome to Your Benefits!

Please note that not all MCC benefit plans are offered by participating parishes, schools, and other Catholic entities. Check with your employer for information on benefits offered and any required employee contributions.

From this site you may:

- Enroll in benefits during Open Enrollment
- Enroll in benefits when newly benefit eligible
- View current benefit elections
- View beneficiaries
- Review your Lay Employees' Retirement Plan benefits
- Link to benefit plan information and carriers

TELUS Health

Employees Assistance Program is a personalized well-being resource designed for employees in the Catholic Church in Michigan. [Click here to learn more.](#)

Need Help?

The MCC Benefits Team is available Monday-Friday, 8:30 to 4:45 ET to answer your benefit questions and assist in benefit enrollment.

Call: 800-395-5565
Email: benefits@micatholic.org

Step 1: Verify Personal Information

1. Verify all information on screen.

- Contact employer to update any basic or address information, if needed.
- Review the primary email listed

- If blank, please return to *Your Profile* and update.

2. When all looks good, click *Continue*.

The screenshot shows the 'Annual Enrollment' process for the Michigan Catholic Conference. It is currently on 'Step 1: Personal Information'. The header includes the Michigan Catholic Conference logo and name. A progress bar at the top shows three steps: Step 1 (Personal Information, active), Step 2 (Review & Change Elections), and Step 3 (Confirmation). Below the progress bar, there is a paragraph of instructions: 'Please verify all of the information below. Contact your employer to update your basic or address information if not correct. Your primary email address is listed below. If there is no email address listed, please return to "Your Profile" and update.' Below this, it says 'Click **Continue** to advance to the next screen.'

The form is divided into several sections:

- Basic Information:** Fields for Name, Date of Birth, Contact Preference, SSN, Gender (Female), and a partially visible field.
- Address Information:** A table with columns: ADDRESS TYPE, ADDRESS LINE 1, CITY, STATE, ZIP CODE, and PREFERENCE. One row is visible for 'Permanent' with 'Yes' preference.
- Email Information:** A table with columns: PRIMARY EMAIL TYPE and EMAIL ADDRESS. One row is visible for 'Work' with an 'Update' link.
- Telephone Information:** A table with columns: TELEPHONE TYPE, TELEPHONE NUMBER, and PREFERENCE. One row is visible for 'Work'.

At the bottom right, there are two buttons: 'Continue' and 'Exit'.

Step 2: Dependent Information: To cover dependents, they must be listed here.



Annual Enrollment

Please verify all dependent information is correct. Dependents must be added below before they can be added to coverage.

To add a dependent to coverage, you will still need to add the dependent when selecting your coverage levels. This dependent documentation will be reviewed and processed in accordance with plan terms.

Per program guidelines, a legal dependent child must be under 26 years of age to be eligible for coverage unless permanently disabled. Please contact the MCC Benefits Team if you need to add a permanently disabled dependent.

If you are adding a legally domiciled adult, you will need to supply a LDA Certification ([Click here for LDA Certification Form](#)) and two of the following:

- Drivers license listing a common address
- Tax returns listing a common address
- Bank, credit card or other financial or utility statements listing a common address

LDA Certification Form and supporting documents must be uploaded as one file while adding dependent information, or can be faxed to MCC at 517-316-3690

Dependent Information

[Add New Dependent](#)

FIRST NAME	MIDDLE INITIAL	LAST NAME	DEPENDENT SSN	RELATIONSHIP	DATE OF BIRTH	GENDER	DISABLED
Michael		Bohannon		Child		Female	
Michael				Legally Domiciled Adult		Male	

[Continue](#)

[Exit](#)

- Legal Name
- Date of Birth
- Social Security Number

- Supporting Documentation
 - ✓ LDA Certification Form
 - ✓ Birth Certificate
 - ✓ Legal Adoption or Guardianship Documents

To Add a Dependent:

1. Click on **Add New Dependent**
2. Enter Dependent Information
3. Click **OK** to Save and Continue

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Annual Enrollment

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Dependent Information

FIRST NAME	MIDDLE INITIAL	LAST NAME	DEPENDENT SSN	RELATIONSHIP	DATE OF BIRTH	Gender	Birth Certificate	No
Hellen	D	Louie			06/06/1966	Female	Birth Certificate	No

[Add New Dependent](#)

[Continue](#) [Exit](#)

MICHIGAN CATHOLIC CONFERENCE

Annual Enrollment

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Dependent Information

First Name	<input type="text" value="Hellen"/>	Date of Birth	<input type="text" value="06/06/1996"/>
Middle Initial	<input type="text" value="D"/>	Dependent SSN	<input type="text" value="111111111"/>
Last Name	<input type="text" value="Louie"/>	Gender	<input type="text" value="Female"/>
Suffix	<input type="text"/>	Mobile Telephone	<input type="text" value="555555555"/>
Email Address	<input type="text" value="hd12@hewydewyandlouie.com"/>	Relationship	<input checked="" type="checkbox"/> Child
Address Same as Employee	<input checked="" type="checkbox"/>	Disabled Indicator	<input type="text"/>
Disabled Indicator	<input type="text" value="No"/>	Disabled Indicator Date	<input type="text"/>

[OK](#) [Cancel](#)

Annual Enrollment

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Dependent Information

[Add New Dependent](#)

FIRST NAME	MIDDLE INITIAL	LAST NAME	DEPENDENT SSN	RELATIONSHIP	DATE OF BIRTH	GENDER	REQUIRED DOCUMENT	DISABLED
Hellen	D	Louie	111-11-1111	Child	06/06/1966	e	Birth Certificate	

[Continue](#)

[Exit](#)

Please verify all dependent information is correct. Dependents must be added below before they can be added to coverage.

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Document Type

Birth Certificate

Select File to Upload

birth certificate

[Browse...](#)


[Upload](#)

To Upload Required Documentation:

1. Click on *Required Document*
2. Select *Browse* to locate document from your computer files
3. Once document appears in window, click *Upload*

Dependent Successfully Added!

Once all dependents are listed here, click *Continue*.



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CATHOLIC
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Annual Enrollment

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Dependent Information [Add New Dependent](#)

FIRST NAME	MIDDLE INITIAL	LAST NAME	DEPENDENT SSN	RELATIONSHIP	DATE OF BIRTH	GENDER	DISABLED
Hellen	D	Louie	111-11-1111	Child	06/06/1996	Female	No

[Continue](#) [Exit](#)

Step 3: Elect a Plan for Each Benefit

Reminder:

2024 Healthcare or Dependent Care Flexible Spending Account participants **must** re-enroll during OE24.

The screenshot shows the 'Annual Enrollment' section for 'Change Your FSA Coverage'. It includes instructions, a table for selecting options, and a 'Save Changes' button.

Annual Enrollment
Change Your FSA Coverage
Please select the plan.
Employees contribute to their FSA through pre-tax payroll deductions. Health Care FSA dollars may be used to purchase IRS allowed health services and products that are not paid by a health plan. As each MCC medical plan specifically excludes products and services that are not consistent with Catholic values, so too are employees encouraged to only spend FSA dollars in a manner consistent with the teachings of the Catholic Church.

OPTION	MONTHLY PAYROLL DEDUCTION	AMOUNT ELECTED
<input checked="" type="radio"/> Annual Amount	\$0.00	\$2,500.00
<input type="radio"/> Waive	\$0.00	

OPTION	MONTHLY PAYROLL DEDUCTION	AMOUNT ELECTED
<input type="radio"/> Annual Amount	\$0.00	\$0.00
<input checked="" type="radio"/> Waive	\$0.00	

Change Your Coverage due to Annual Enrollment
Your change in coverage is effective 01/01/2023.
You have 36 days remaining to complete your changes. Changes must be completed by 11/4/2022.

Election Summary
Medical Election
Dental Election
Vision Election
Life Election
Optional Life Election
Disability Election
FSA Election

Save Changes [Cancel](#)

1. Review each benefit plan offered.
2. Change or select 2024 benefit elections, including Flexible Spending Account contributions.
3. Hit **Continue** to go to next benefit plan section.

Annual Enrollment

Review and Change Your Benefits

REMEMBER TO "SAVE" YOUR ELECTIONS BEFORE LEAVING THIS PAGE

Please contact your employer for premium sharing policies

Your Benefit Selections	Monthly Premium
MEDICAL BCBS PPO1 Employee & Child Dependents Covered: [Progress Bar]	MAKE CHANGES \$1,802.00
DENTAL Dental Employee & Child Dependents Covered: [Progress Bar]	MAKE CHANGES \$83.50
VISION Vision Employee & Child Dependents Covered: [Progress Bar]	MAKE CHANGES \$14.00
LIFE/AD&D 2 x Pay Life Insurance 2 times Pay \$ [Progress Bar]	MAKE CHANGES \$ [Progress Bar]
Update Beneficiaries OPTIONAL LIFE \$100,000	MAKE CHANGES \$46.30
Update Beneficiaries CHILD OPTIONAL LIFE Waive	MAKE CHANGES \$0.00
DISABILITY LTD 60% of Pay \$ [Progress Bar]	MAKE CHANGES \$ [Progress Bar]
HEALTHCARE FSA Annual Amount \$3,050.00	MAKE CHANGES \$254.17
DEPENDENT CARE FSA Waive	MAKE CHANGES \$0.00
Total Premium Cost: \$2,266.56	

Change Your Coverage due to Annual Enrollment

Your change in coverage is effective 1/1/2024.

You have 43 days remaining to complete your changes. Changes must be completed by 11/3/2023.

Election Guide

Election Summary

- Medical Election
- Dental Election
- Vision Election
- Life Election
- Optional Life Election
- Disability Election
- FSA Election

I confirm my enrollment in the MCC benefit plans as indicated and I have been provided with my contribution share for Medical, Dental and/or Vision plans. I understand that I am making benefit elections for the 2024 plan year and that these elections cannot be changed or revoked during the Plan Year unless I have a qualified event which must be reported to MCC within 30 days of event.

Step 4: Review Benefits Elected, Acknowledge, then *SAVE*

1. Once you have reviewed and elected benefit options for the coming year, you have a final opportunity to review your elections.
 - You can still **Make Changes** from this page
2. Complete the acknowledgement statement by marking the check-box after reading.
 - If you do not read and mark complete you will be unable to save your elections.
3. When you are satisfied with your elections, you must click **Save** for benefit elections to record.
 - If you do not **Save** on this page, your benefits selections will not record.

Step 5: Confirmation

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My Profile Sign Out

HOME YOUR PROFILE

PRINT THIS PAGE FOR YOUR RECORDS. Your employer should provide you with a final benefit confirmation statement by the end of November.

Please contact your employer for your premium share amount if any, complete an Annual Salary Reduction Agreement and provide to your employer. Your employer will receive a FINAL confirmation statement at the end of the Annual Enrollment period confirming your 2024 plan year's elections. Current plan year elections can be reviewed in the Your Benefits tab.

BENEFIT	PLAN	OPTION	BENEFIT AMOUNT	MONTHLY PREMIUM
Medical	BCBS PPO1	Employee & Child		
Dental	Dental	Employee & Child		
Vision	Vision	Employee & Child		
Life/AD&D	2 x Pay Life Insurance	2 times Pay	\$ 200,000.00	\$ 100.00
Optional Life	Optional Life	\$100,000	\$ 100,000.00	\$ 50.00
Optional Life	Child Optional Life	Waive		\$ 0.00
Disability	LTD	60% of Pay	\$ 1,000.00	\$ 100.00
FSA	Healthcare FSA	Annual Amount	\$ 2,000.00	\$ 166.67
FSA	Dependent Care FSA	Waive		\$ 0.00

You may review your Lay Employees' Retirement Plan beneficiary designations on Your Profile tab. To update please complete a LERP Beneficiary Designation Form and send to MCC Benefits Team at benefits@micatholic.org or fax it to MCC at 517-316-3690.

- Print this Screen for confirmation of enrollment
- To enroll in the *Unum Voluntary Worksite Benefits*, [click here](#) or call 877.545.3001.

Unum Voluntary Worksite Benefit Enrollment

Catholic Conference

Welcome to Voluntary Benefits Open Enrollment

As a benefit eligible participant this is your opportunity to **protect your family's financial security** in the event of **cancer, heart attack, stroke, accident, the need for long-term care services or at death**. These valuable benefits allow you to **offset the cost of deductibles and copays** associated with your medical, dental and vision coverage.

Acceptance is guaranteed, which means no health questions are required, within plan parameters. **Benefits are received tax-free** and individual participation is available **for you and your immediate family members**.

Now verify your eligibility by entering the last four digits of your SSN and date of birth and sign in to review each benefit and accept or decline coverage.

Is this your first time here? Would you like to see a video on how to use the site? [Watch the video](#)

[Learn about your benefits](#)

- Learn more about each benefit by clicking Learn about your benefits
- Available Options:
 - ✓ Individual Whole Life with Long-Term Care Rider
 - ✓ Accident
 - ✓ Hospital
 - ✓ Critical Illness

Remember:
Submit all required
dependent
verification
documents to MCC
via Fax or Mail
within 7 days.

Fax to:

Employee Benefits Team
517.316.3690

Mail to:

Michigan Catholic Conference
Employee Benefits Team
510 South Capitol Avenue
Lansing, MI 48933

*Please allow extra time for USPS delays

Benefits

Plans and Programs

Designed to care for the physical, mental, and financial wellbeing of our participants, Michigan Catholic Conference provides a full spectrum of employee benefits and wellbeing programs to Catholic entities throughout Michigan. Generally, entities may choose which plans and programs they wish to offer. Providing administrative support for the MCC benefit plans and programs, the Benefits team serves both the entity and its employees with personal service by phone, email, chat, and in-person.

Health Plans

Flexible Spending Accounts

Life Insurance Plans

Disability Plans

Employee Assistance Program

Retirement Plans

Employees

Navigating the paths of employee benefits can be challenging. Michigan Catholic Conference guides employees on the path to enrollment, life changes, wellbeing and into retirement.

Benefit Eligibility

New Hires

Life Events and Family Status Changes

Wellbeing Resources

Documents, Forms, and Required Notices

Employee Self-Serve

Bookkeepers

Michigan Catholic Conference understands that one weak or broken link will impact the effectiveness of the entire chain. As a result, it is empowering its Bookkeepers and Business Managers with the tools and information needed to ensure a smooth transition from start to finish.

Employee Self-Serve:

- To reset your Password:
Call MCC's Benefits Team
- To retrieve your User ID:
Call MCC's IT Team

Benefits Team:

- 800.395.5565
- benefits@micatholic.org

Open Enrollment Hub:

- www.micatholic.org/OpenEnrollment