Enrolling in Benefits

Website—https://hwsportal.hws.edu

Under Benefits, select “click here” to link to your AleraEdge Benefits site, using your HWS Username and Password.

Life-Changing Event?

30-days—Documentation must be submitted for:

- Marriage / Divorce
- Change in job status for you or an enrolled dependent
- Birth or adoption of a child
- Death of a Spouse/Domestic Partner

CONSENT TO RECEIVE ELECTRONIC NOTICES:

The following documents and notices are provided to you electronically containing important information regarding eligibility, coverage, benefits and rights.

Once you login AleraEdge, these documents are available in the Reference Center.

- Summary Plan Descriptions
- Summary of Material Modifications
- Summary Annual Reports
- Summary of Benefits and Coverage & Uniform Glossary of Terms
- Special Enrollment Rights Notice
- Premium Assistance under Medicare & Children’s Health Insurance Program (CHIP)
- Newborn’s Act Notice
- Women’s Health & Cancer Rights Act Notices
- Patient Protection Disclosure
- HIPAA Notice of Privacy Practices

You are entitled to request and obtain a paper copy of any electronically furnished document free of charge or to revoke your consent at any time by calling Human Resources.

In order to access information provided electronically, you must have:

- A computer/electronic device with internet access
- An email account that allows you to send and receive emails
- Microsoft Word 95 (or higher)
- Adobe Acrobat Reader 5.0 (or higher)
**Start Here** to Begin your Enrollment

**Easy to follow Steps**

**Make Your Elections**—Review your options as you walk through the enrollment process.

**Click ‘Select’** to choose plans.
Track your choices and total cost, on the enrollment bar.

**Review Your Elections**
Review and edit your elections—then **Approve**.

**Confirm Your Choices**
Your enrollment is not complete until you **CONFIRM** your benefit elections.

**Print**—Your election information and **confirmation number** for future reference.

**Review Your Current Plan Anytime**
In the **Benefits** tab, Click **Benefits Summary**

**Questions?**
Call Customer Support

1-800-836-0026
(Mon-Fri, 8-4:30)