

## **2025-2026 Benefits Open Enrollment Is Here!**

Open Enrollment (OE) for your July 1, 2025 - June 30, 2026 benefits will run from **Monday, April 28<sup>th</sup> through Monday, May 12<sup>th</sup>**.

**If you want to enroll in a Healthcare or Dependent Care Flexible Spending Account (FSA), or make changes your current elections, you must login to myBenefits from Monday, April 28<sup>th</sup> through Monday, May 12<sup>th</sup>, 2025 and submit your elections.**

*If you don't want to make any changes to your benefit enrollments (medical, dental, vision, life insurance and/or waive benefits) for the upcoming plan year, then no action is required. Your benefits will default to what you have today.*

### **Frequently Asked Questions (FAQ's)**

#### **How do I make my elections?**

To begin enrollment using the myBenefits online enrollment application:

- Go to <https://mycsu.csuohio.edu>
- NOTE: When accessing MyCSU, you will be required to use your CampusNet ID and password to login.
- Select "Employee Self-Service" under the blue "For Faculty & Staff" section on the right-hand side of your screen.
- Select "myProfile" and log in using your CampusNet ID (CSU ID) and password information
- Click "Benefits Details"
- Click "myBenefits Enrollment" from Monday, April 28<sup>th</sup> through Monday, May 12<sup>th</sup>, 2025 to access the online OE application



### **How can I prepare for OE today?**

Log into myBenefits, in advance of OE, using the directions above to make sure that you can log in. Take some time to review your current benefits enrollments under the Benefits Summary tab or the myBenefits Confirmation tab to see if there's anything that will need to be changed during Open Enrollment. Are you enrolled in the right plans? Are your Dependents and Beneficiaries correct and covered under the right plans? Click through the Types of Benefits and review your information for accuracy. You can also review benefits information at [www.mycsubenefits.com](http://www.mycsubenefits.com).

### **What if I forgot my CampusNet ID or password to log into myBenefits?**

If you forget your CampusNet ID or password, contact Cleveland State University's IS&T's Help Desk at 216-687-5050.

### **Do I have to login to myBenefits to enroll in benefits during OE?**

If you do not log in and enroll in benefits during the OE period, your benefits will default to what you have today (Medical, Dental, Vision, Life and/or Waive). **[Health Care and Dependent Care Flexible Spending Accounts require annual enrollment.](#)**

### **If I don't enroll in benefits during OE, will I get a Confirmation Statement showing my benefits?**

No. To view your current enrollments, log into myBenefits. There, you can print the information that appears on your screen. Your benefits for the 2025-2026 plan year will appear on July 1, 2025.

### **What information is required when I enroll my dependents on my coverage for the upcoming plan year?**

If you are providing coverage for the same dependents that are covered by your plans today, then you will not likely need to enter their information again during OE. If any of your dependent information is missing, then you will need to add it during OE (e.g. social security number). If you are covering new dependents in 2025-2026 plan year, then you will need to enter their name, social security number, and date of birth.

If you are adding **new** dependents to Medical, Dental, or Vision coverage, you will be required to supply proof of relationship documents to Cleveland State University's Human Resources Benefits at [benefits@csuohio.edu](mailto:benefits@csuohio.edu).

If you are removing dependents from your coverage, no documentation is necessary.



### **How do I save my enrollment in myBenefits?**

During the enrollment process, you must click "Save" after adding a new dependent and/or beneficiary, selecting a new plan option and/or entering a change to your current enrollment. Saved changes will be processed after completing a two-step process that finalizes your enrollment.

### **How do I finalize my enrollment in myBenefits?**

A key component of the application requires you to complete a two-step process to finalize your enrollment:

- (1) Verify Enrollment – Once you have completed your benefit plan selections and/or changes, you must click "Verify." This is your opportunity to review and edit your final choices.
- (2) Submit Enrollment – **You must click on "Submit"** to finalize the enrollment process and assign your electronic signature.

**The two-step process must be completed before the 11:59 p.m. EDT deadline on Monday, May 12, 2025**, the close of Open Enrollment, for changes to be processed and effective July 1, 2025.

### **Exiting myBenefits – Before finalizing my enrollment?**

You may exit or sign-off of myBenefits before completing the two-step process to finalize your enrollment without losing your "saved" data. Upon returning to saved data in the myBenefits portal, additional changes can be entered and "saved" and/or you can complete the two-step process to finalize your benefits. You may enroll and update your elections as many times as you want during the annual open enrollment period. The last selections you "submit" before the 11:59 p.m. EST deadline on Monday, May 12, 2025, will be the benefits that will become effective on July 1, 2025.

### **Will I get new ID cards for my benefits?**

Medical Mutual will mail ID cards to new plan participants in early July. Only those enrolling in a new health plan election will receive a new ID card.

***Please note:*** ID cards are not issued for Delta Dental or the VSP Vision Plan. At your dental and/or vision appointment, tell them you have Delta Dental of Ohio or VSP Vision Plan and they will pull up your coverage in their system.



**What's the easiest way for me to figure out what medical plan(s) are best for me to enroll in?**

You may reference the Medical Plan Plans At-A-Glance or Medical Plans Frequently Asked Questions located on the CSU Benefits Open Enrollment page (<https://mycsubenefits.com/open-enrollment/>).

**Flexible Spending Accounts**

**I currently have an FSA with Surency, and I am going to elect an FSA account with Surency July 1, 2025. Is there anything that I need to be aware of?**

If you currently have a **Healthcare FSA** through Surency, the last day to incur claims that can be paid for or reimbursed from your 2024-2025 funds is September 15, 2025. The last day to submit claims to receive a reimbursement from your 2024-2025 funds is November 30, 2025.

If you currently have a **Dependent Care FSA** through Surency, the last day to incur claims that can be paid for or reimbursed from your 2024-2025 funds is September 15, 2025. The last day to submit claims to receive a reimbursement from your 2024-2025 funds is November 30, 2025.

**If I enroll in a Healthcare Flexible Spending Account through Surency during OE, when is the deadline for me to use those funds?**

The last day to incur claims that can be paid for or reimbursed from your 2025-2026 funds is September 15, 2026. The last day to submit claims to receive a reimbursement from your 2025-2026 funds is November 30, 2026.

**If I enroll in a Dependent Care Flexible Spending Account through Surency during OE, when is the deadline for me to use those funds by?**

The last day to incur claims that can be paid for or reimbursed from your 2025-2026 funds is September 15, 2026. The last day to submit claims to receive a reimbursement from your 2025-2026 funds is November 30, 2026.

**If I have a Flexible Spending Account today, do I need to re-enroll in a Healthcare Flexible Spending Account or Dependent Care Flexible Spending Account through Surency during OE?**

Yes. You must re-enroll in a Health Care or Dependent Care Flexible Spending Account if you wish to participate from July 1, 2025 - June 30, 2026. **Enrollments from the prior plan year do not automatically carry over.** Refer to the Flexible Spending Account section of the Open Enrollment booklet for details.

## **Life Insurance**

### **What is Supplemental Life Insurance and how much can I elect to enroll in through Minnesota Life, a Securian Company?**

Current Supplemental Life Insurance participants may take advantage of the Open Enrollment opportunity to increase coverage. Refer to the Benefits Open Enrollment Booklet for details.

## **Voluntary Benefits**

### **Do I have to re-enroll in the Accident Insurance or Short-Term Disability that I have through Unum?**

You do not need to re-enroll in your Unum benefits if you are currently enrolled in Accident Insurance or Short-Term Disability. For general inquiries, contact Unum at 800-635-5597.

### **If I am not enrolled in the Accident Insurance or Short-Term Disability through Unum, may I enroll during OE?**

Yes. You can elect voluntary short-term disability and/or accident insurance on Unum's web portal from April 28<sup>th</sup> – May 12<sup>th</sup>. Go to <https://mycsubenefits.com/voluntary-benefits/> for more information and link to the Unum registration portal.

## **Help!**

### **Who may I contact if I need assistance?**

If you are experiencing difficulties accessing myBenefits, contact Cleveland State University's IS&T Help Desk at 216-687-5050.

Email Human Resources Benefits at [benefits@csuohio.edu](mailto:benefits@csuohio.edu) for any benefits inquiries or call 216-687-3636.