

Adding a Primary Care Provider (PCP) for Yourself and Your Dependent(s)

1.) Click on BenefitsPortal in myDrake.

The screenshot shows the myDrake Employee Home dashboard. At the top, there is a navigation bar with "myDrake Employee Home" and a search box. Below this is a "Commonly Used Apps" section with icons for Blackboard, Campus Calendar, Campus Directory, Human Resources, ITS Support, My Email, My Teams, MyDUSIS, and OneDrive. A red arrow points to the Blackboard icon. Below the apps section, there are three main categories: Human Resources, Campus Resources, and Learning Resources. The Human Resources section is expanded, showing a list of links including Benefits Portal, Employee Forms, Employee Wellness, Employment Openings, FPM Time Reporting, Manager Evaluations, My Evaluation, My Leave Balances, and Pay Information. The Campus Resources section includes Bulldog Bucks, Campus Map, Change Password, ITS How-to Guides, Parking Tag Registration, and University Bookstore. The Learning Resources section includes Chronicle of Higher Education, Cowles Library, Law Library, Mango Languages, New York Times, Panopto, Software Downloads, and Wall Street Journal. There is also an "Administrative Tools" section with an upward arrow.

2.) On the screen that comes up, click on "Start Here".

The screenshot shows a web browser window with the URL <https://ua2.benefitsolver.com/benefits/BenefitSolverView>. The page features the Drake University logo and navigation links: Home, Message Center, Reference Center, and Test Drake. A secondary navigation bar includes Home, Your Health, Your Life, Your Future, Mobile Apps, EAP, and New Hires. A pink warning banner at the top states: "THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com".

The main content area is titled "Let's Get Started" and features a photo of a man and a woman looking at a tablet. To the right of the photo is a blue button labeled "Start Here" with the text "2021 Open Enrollment" and "28 days remaining to enroll". A red arrow points from the "Start Here" button to the "Start Here" button in the "To Do" section below.

Below the photo is a "Your Resources" section with tabs for HR Contact, Life Events Info, ACA Info, FMLA, and Programs and Services. The "HR Contact" tab is active, showing contact information for Anthony Leto, HR Systems Specialist & Recruitment Coordinator, and Marlene Heuertz, Benefits Specialist.

On the right side of the page, there are several widgets: "MyChoice Mobile App" with instructions to click on the "Mobile Apps" tab; "To Do" with a "2021 Open Enrollment" item and a "Start Here" button; "Quick Links" with a "Reference Center" link; and "Total Compensation" with a note that it will display the user's total compensation.

3.) Click on “Start Enrollment”.

Benefit Enrollment

As part of your employment you are eligible for health and welfare benefits. This website is our one-stop shop for all your benefits needs.

Start Enrollment >

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4.) Review your information and click “Next” to continue.

The screenshot shows a web browser window with the URL <https://ua2.benefitsolver.com/benefits/BenefitSolverView>. The page features the Drake University logo and a navigation menu with three items: "1. About You", "2. Election Information", and "3. Review". The "About You" item is currently selected. In the top right corner, the text "Test Drake" is visible, along with "Total Employee Cost \$0.00 Monthly". A pink warning banner at the top of the form area reads: "THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com". The main form is titled "About You" and "Your Information" and contains the following fields:

- First Name: Test
- Middle Initial:
- Last Name: Drake
- Suffix:
- Address 1: 123 Main St
- Address 2:
- City: Ankeny
- State: IA
- ZIP: 50023

At the bottom of the form, there are two buttons: a light blue "Back" button and a dark blue "Next" button. A large red arrow points directly to the "Next" button. The footer of the page includes the copyright notice "© 1999-2020 Businessolver Privacy Policy | Browser Requirements" and language options "english español français".

4.) Review your dependent information. For this demonstration, a dependent is being added. If you do not need to add a dependent, click “Next” to continue.

The screenshot shows a web browser window with the URL <https://ua2.benefitsolver.com/benefits/BenefitSolverView>. The page header includes the Drake University logo and the user name "Test Drake". A progress bar shows three steps: "1. About You", "2. Election Information", and "3. Review". The "Total Employee Cost" is listed as "\$0.00/Monthly". A red warning box states: "THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com". The main content area is titled "Your Family" and features an icon of a person with a shield. Below the icon, the text asks "Do you have any dependents?" with two radio button options: "Yes" (selected) and "No". At the bottom of the form, there are two buttons: "Back" and "+ Add a New Dependent". The footer contains copyright information: "© 1999-2020 Businessolver Privacy Policy | Browser Requirements" and language options: "english español français".

6.) Enter all fields. Click “Next”.

BenefitSaver - ADS/EDI x

https://na2.benefitsaver.com/benefitsaver/dependent_editMM_NUM=6TH_NUM=116077404198BATH_REASON=OEATH_STATUS=6CASE_CT_NUM=8CASE_ME_NUM=6TH_BA_NUM=242768

1. About You • 2. Election Information • 3. Review

Total Employee Cost
\$0.00 Monthly

Dependent Information

Relationship *
Child

First Name *
Dickens

Middle Initial

Last Name *
Lato

Suffix

Jr., Sr., III, etc.

Warning! Please provide an accurate Social Security Number (SSN) or Individual Taxpayer Identification Number (TIN) for your dependent.
The Affordable Care Act requires that employers request this information for all covered dependents.

Social Security Number

123-45-6789
123-45-6789
● Social Security Number Not Valid
 Cannot provide Social Security Number


Date of Birth *
05/03/2015
MM/DD/YYYY

Gender *
Male

Disabled *
No Disability

My dependent lives at a different address

Back Next



7.) Review the entered information and click “Looks Good” to continue.

The screenshot shows a web browser window with the URL <https://ua2.benefitsolver.com/benefits/BenefitSolverView>. The page header includes the Drake University logo and a user profile for 'Test Drake'. A navigation menu shows '1. About You', '2. Election Information', and '3. Review'. The 'Total Employee Cost' is listed as '\$0.00/Monthly'. A warning banner states: 'THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com'. The main content area is titled 'Your Family' and 'Review Your Dependents'. It contains instructions: 'Please add/edit your dependent information. If you plan to cover any dependents, you will need to add them here. It is recommended that you select coverage for any eligible dependents on the following benefit screens. You will only be able to add coverage in the future during your company's open enrollment period or if you experience a qualifying life event. For dependents over the age of 26, please indicate disability status for the purpose of determining eligibility.' Below this is a table with columns for Name, Relationship, Gender, and Date of Birth. One dependent is listed: 'Dickens Leto', Child, Male, 05/03/2015. There is an 'Edit' button next to the entry. Below the table is an '+ Add a New Dependent' button. At the bottom of the form are two buttons: '< Back' and 'Looks Good >'. A large red arrow points to the 'Looks Good >' button. The footer contains copyright information: '© 1999-2020 Businessolver Privacy Policy | Browser Requirements' and language options: 'english español français'.

Drake UNIVERSITY

Test Drake

1. About You 2. Election Information 3. Review

Total Employee Cost
\$0.00/Monthly

THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com

Your Family

Review Your Dependents

Please add/edit your dependent information.

If you plan to cover any dependents, you will need to add them here.

It is recommended that you select coverage for any eligible dependents on the following benefit screens. You will only be able to add coverage in the future during your company's open enrollment period or if you experience a qualifying life event.

For dependents over the age of 26, please indicate disability status for the purpose of determining eligibility.

Name	Relationship	Gender	Date of Birth	
Dickens Leto	Child	Male	05/03/2015	Edit

+ Add a New Dependent

< Back Looks Good >

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8.) Click "Next" to review your current medical elections.

BenefitsSolver - Medical

https://ua2.benefitsolver.com/benefits/BenefitSolverView

Drake UNIVERSITY

Test Drake

1. About You 2. Election Information 3. Review

Total Employee Cost
\$0.00/Monthly

THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com

Medical

Drake UNIVERSITY

A Note From Your Employer

Even if you are in good health, having health insurance is important. You never know when you or your family member will need medical attention. Having health insurance provides you with a more affordable way to get medical care when you need it.

< Back

Next >

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english español français

9.) When you select that you want medical coverage, you will be required to indicate which dependents you want covered.

The screenshot shows a web browser window with the URL <https://ua2.benefitsolver.com/benefits/BenefitSolverView>. The page header includes the Drake University logo and a user profile for "Test Drake". A navigation bar shows three steps: "1. About You", "2. Election Information", and "3. Review". The "Total Employee Cost" is listed as "\$0.00/Monthly". A prominent pink warning box states: "THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com".

The main content area is titled "Medical" and features a first aid kit icon. Below the icon, a light blue text box explains: "When most people think of benefits, they think about their medical insurance. It's by far the most popular benefit provided by employers and it's not hard to understand why. Medical benefits are an important part of protecting you and your loved ones providing added protection. By proceeding with the election, you will see your paycheck deduction (if applicable) and you will be able to make any changes later in the enrollment." Below this text is a link for "Medical Summary Plan Description | Drake University PPO".

The question "Would you like to enroll in Medical coverage?" is followed by two radio button options: "I Want Coverage" (which is selected) and "Waive Coverage". At the bottom of the form, there are "Back" and "Next" navigation buttons.

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Medical



Who would you like to cover with Medical coverage?

- Test Drake (Required)
- Dickens Leto - Child - 05/03/2015

Deselect All

+ Add a New Dependent

< Back

Next >

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Medical



Covered Members

Test, Dickens

Edit

Group Health Plan

Monthly Premium

\$504.82

Employee and Children

Plan Details

Waive Medical Coverage

Back

Next

10.) You will then be required to indicate a Primary Care Provider (PCP) for yourself and your dependent. We have prepared a brief video (<https://share.vidyard.com/watch/1zjwfRSKgVrjHctfWC1QSa>) showing you how to obtain the information necessary to designate your PCP in the Benefits Portal. You may also visit <https://www.wellmark.com/finder> to obtain your PCP name, enrollment identification number, and organization name.

The screenshot shows a web browser window with the URL <https://ua2.benefitsolver.com/benefitsolver/view>. The page header includes the Drake logo and navigation tabs for "1. About You", "2. Election Information", and "3. Review". A user profile for "Test Drake" is visible in the top right, along with a "Total Employee Cost" of "\$0.00/mo/entry". A prominent pink warning banner states: "THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com".

The main content area is titled "Medical" and "Primary Care Provider". A blue box contains the instruction: "The medical plan you selected requires a primary care provider." Below this, there are two identical form sections for "Test Drake" and "Dickens Leto". Each form includes:

- Type:** A dropdown menu with "Please Select One" selected.
- Id:** A text input field.
- Last/Organization Name:** A text input field.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Suffix:** A text input field.
- Are you an established patient with this provider?:** A dropdown menu with "Unknown" selected.

At the bottom of the form, there are "Back" and "Next" navigation buttons.

11.) Once you have entered your PCP selections, you will need to select “Looks Good” to continue through the remaining benefit elections.

The screenshot shows a web browser window with the URL <https://ua2.benefitsolver.com/benefits/BenefitSolverView>. The page header includes the Drake University logo and a user profile for 'Test Drake'. A navigation bar shows three steps: '1. About You', '2. Election Information', and '3. Review'. The 'Total Employee Cost' is listed as '\$504.82/Monthly'. A pink warning box states: 'THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com'. The main content area is a 'Medical Election Summary' form with a medical icon and the title 'Review Your Election'. The form contains several sections: 'Enrolled in Medical?' with 'Yes' selected and an 'Edit' button; 'Covered Members' with an 'Edit' button and a table of members; 'Plan Selected' with an 'Edit' button and a table showing the selected plan; and 'Employee Cost' showing a total of \$979.94, with a note that the employer pays \$475.07 and the employee pays \$504.82. At the bottom of the form are two buttons: 'Back' and 'Looks Good', with a red arrow pointing to the 'Looks Good' button. The footer contains copyright information for Businessolver and language options for English, Spanish, and French.

Drake
UNIVERSITY

Test Drake

1. About You - 2. Election Information - 3. Review

Total Employee Cost
\$504.82/Monthly

THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com

Medical Election Summary

Review Your Election

Enrolled in Medical? Yes [Edit](#)

Covered Members [Edit](#)

Members	Covered
Test Drake Effective Date: 01/01/2021	Yes
Dickens Leto Relationship: Child Date of Birth: 05/03/2015 Effective Date: 01/01/2021	Yes

Plan Selected [Edit](#)

Plan Selected	Group Health Plan
Employee Cost Your employer will be paying \$979.94 for this benefit.	\$504.82 Monthly

[Back](#) [Looks Good](#)

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