



Welcome to the Archdiocese of Chicago!

As a new or newly benefits eligible employee of the Archdiocese of Chicago, now is the time to make your decision to enroll or waive employee benefits, such as health, dental, life insurance, and disability insurance. You have a limited window to make your selections, so please act now to review your options and decide. The Archdiocese uses a paperless, online enrollment system, **MyEnroll.com**, for benefit enrollment; the web address is www.myenroll.com.

ALL NEWLY HIRED STAFF, AND ALL STAFF WHO ARE NEWLY ASSIGNED TO A BENEFIT ELIGIBLE STATUS ARE REQUIRED TO LOGIN TO THE MYENROLL SITE TO ENROLL OR WAIVE COVERAGE.

During your Enrollment period, you must go online to elect OR waive your benefits for the current plan year and to designate beneficiaries. Your Election Period begins on your date of hire, or the date you became benefits eligible, and ends 30 days after the month in which you become eligible for benefits. In **MyEnroll**, you can view your benefits and related information anytime, including your benefit elections, dependent information, and your designated beneficiaries for life insurance.

A User ID and Password is required to access the site.

Obtaining a User ID and Password

You may obtain your unique User ID and Password by going to the **MyEnroll** home page (www.myenroll.com) and clicking on the link to the right of the Login button (“[Click here...](#)”). To obtain your User ID and Password online, use Option #2 (receive credentials on screen). You will be prompted to enter your:

- Last Name
- Birth Date, and
- Last 4-Digits of your Social Security Number
- Home Zip Code (5 digit)

MyEnroll will verify your information and assign you a temporary User ID and Password. **Temporary passwords are only valid for 12 hours.**

Once logged in, you will have the opportunity to modify your system assigned User ID and/or Password to values you find easier to remember. Please save your confidential information in a secure place. Your User ID or Password can only be obtained by the self-service function of **MyEnroll**.

A summary of the Archdiocese of Chicago benefit options is available in the online Library link on the top menu bar (“[Click here for Laity summary](#)” and “[Click here for Religious summary](#)”).

Making your Online Elections

The enrollment site is available 24 hours a day, 7 days a week during your Enrollment period. When you are ready to make your elections, follow these five steps:

1. Go to www.myenroll.com and enter your User ID and Password.
2. Follow the easy enrollment steps using the Enrollment Wizard.
3. Confirm or change your benefit options.
4. Accept and finalize your elections.
5. Print your benefits confirmation statement.

If you need to go back and make changes, you may do so as long as it is within your Enrollment period.

If You Need More Detailed Information or Assistance

You must log on with your User ID and Password to access this website. If you require assistance with accessing your account, please call the **MyEnroll** Client Services Department toll free at 1.800.945.5513 from 8:30 AM to 5:00 PM EST, Monday through Friday, or send an e-mail to Service@basusa.com. If you do not have access to the internet, please contact your Business Manager or Principal. If you need further assistance regarding your individual benefit plan options, contact the HR Department at hr@archchicago.org or call 312.534.5360.

403(b) Retirement Plan Information

All Lay employees may contribute to the Archdiocese 403(b) Retirement Plan, administered by Prudential, through payroll salary deferrals. For full-time and benefits eligible part-time employees, the Archdiocese will match employees' contributions at \$0.50 per \$1.00 for the first 4% of annual gross earnings contributed.

You will be automatically enrolled in the 403(b) Plan with a deferral election of 3% of your eligible pay which will be deducted from your paycheck. Your money will be invested in the Vanguard Institutional Target Fund. You can change the rate of your salary deferral and redirect your investment options at any time. You can elect not to be automatically enrolled by notifying Prudential within 30 days of your employment date by calling Prudential at 1.877.778.2100.

If you do not contact Prudential to opt out, you will be automatically enrolled in the 403(b) Plan typically within 45 days. Please note that even if you choose not to contribute, the Archdiocese will make quarterly contributions to your account under the Share Plan. These contributions are subject to a vesting period of 5 years of service.

Prudential Online:

- Log in to your account through aoc.retirepru.com.
- Choose "Personal Information" from the menu bar.
- Add or update your beneficiary.
- Review Plan documents and information.
- Use Prudential's interactive tools.

Please access your account to register, enroll and view Plan details and highlights. You may also call a Participant Service Representative at 1.877.778.2100. Participant Service Representatives are available Monday through Friday from 7:00 AM to 8:00 PM CST. If you need further assistance, contact the HR Department at hr@archchicago.org or call 312.534.5360.