



Diocese  
of Toledo

# Welcome to your Diocese of Toledo Benefits!

The Diocese of Toledo Health Benefits Trust has partnered with Benefit Allocation Systems (BAS) to offer online benefits administration through [www.MyEnroll360.com](http://www.MyEnroll360.com), allowing you to make the following benefit elections online:

- ✓ Healthcare
- ✓ Dental (if offered)
- ✓ Vision (if offered)
- ✓ Healthcare Flexible Spending Account
- ✓ Dependent Care Flexible Spending Account

**MyEnroll** 360

**You will be eligible for Diocese of Toledo benefits beginning the first of the month following your date of hire.** Your New Hire Enrollment period **begins on your date of hire** and ends on the 30<sup>th</sup> day thereafter. To be enrolled in benefits for this plan year, you must make your elections by the 30<sup>th</sup> day of employment.

During your New Hire Enrollment period, you must go online to [www.MyEnroll360.com](http://www.MyEnroll360.com) to elect or waive your benefits and enter dependent information for the current plan year. MyEnroll360 will walk you through your benefit options, and contains a helpful Library with all of your benefit options in one place. You can review the plan options, see the cost of coverage, and learn more about each plan.

Even if you do not want to enroll in benefits offered by your employer, you must visit [www.MyEnroll360.com](http://www.MyEnroll360.com) to waive coverage. If you waive benefits or fail to enroll during the New Hire Enrollment period, you will not be eligible to elect benefits until the next Benefits Open Enrollment period (with coverage effective July 1) unless you have a qualified life event.

**Please Note:** You may not be able to create your MyEnroll360 account until closer to, or shortly after, your hire date. Your business manager or bookkeeper can let you know when you can expect to gain access to the system. You will not be able to make your benefit elections until your hire date, or until you have access to MyEnroll360, whichever is later. In the meantime, you can learn more about Diocese of Toledo benefits by visiting the Human Resources page of the Diocese of Toledo website:

[https://toledodiocese.org/page/human-resources#\\_human\\_resources](https://toledodiocese.org/page/human-resources#_human_resources).

## **Step 1: Access to MyEnroll360**

Your Business Manager or Bookkeeper will enter your information in your parish/school/entity payroll system, including your hire date. Once that information

has been populated and transmitted to BAS MyEnroll360, you will need to set up your MyEnroll360 Account.

1. Your employer will provide MyEnroll360 with an email address for you. In most cases, this is your work email, but also may be a personal email address. You will receive an Email Verification Request from [Security@MyEnroll.com](mailto:Security@MyEnroll.com) containing a 4-digit code - Click on the link, Verify Your Email Address. This will ask for personal information that is necessary to set up your MyEnroll360 access, but it is NOT spam.
2. Complete all the fields on this form and then click Submit
3. You are taken to MyEnroll360 homepage - Click on orange link First Time Users
4. Follow the directions to Request Your User Name and Password
5. Any questions - call BAS for help at 800.945.5513 and press 1

### **Step 2: Make your Benefit Elections during your New Hire Enrollment period**

The enrollment site at [www.MyEnroll360.com](http://www.MyEnroll360.com) is available 24 hours a day, 7 days a week during your New Hire Enrollment period. When you are ready to make your elections, follow these five steps:

1. Go to [www.MyEnroll360.com](http://www.MyEnroll360.com) and enter your User Name and Password  
Note: If you have not set up your User Name and Password, click on the orange "First Time Users" link and follow the steps to set those up.
2. Click on "Get Started Here" and follow the easy enrollment steps using the Enrollment Wizard.
3. Complete your benefit selections.
4. Approve your elections.
5. Print your enrollment summary.

If you need to change your elections, you may do so as long as it is within your New Hire Enrollment period. Once you have finalized your elections, your enrollments will be transmitted to the insurance carriers/vendors, and you will receive your ID cards in the mail. Your benefit effective date will be the first of the month following your date of hire.

### **If you need more detailed information or assistance**

Your parish/school/entity Business Manager or Bookkeeper can answer most questions you have about your Diocese of Toledo benefits.

Detailed information about your benefit plan is available in MyEnroll360 in the online Library link under "Quick Links" or in "Tools" found under the left menu bar. You must log in with your User Name and Password to access this resource.

If you have questions while you are using MyEnroll360, you may contact Benefit Allocation Systems, LLC (BAS) at [Service@BASusa.com](mailto:Service@BASusa.com) or call 1.800.945.5513 from 8:30 a.m. to 5:00 p.m. EST, Monday through Friday, except federal holidays.

*Note: If you do not have internet access or need help with accessing the technology needed for your online enrollment, please contact your supervisor or your Business Manager or Bookkeeper for assistance.*