



ONLINE ENROLLMENT AT A GLANCE



Creating/Logging in to your MYMESSA Account

- Go to www.messa.org
- Click MyMESSA Login
- Log in to your account
- If you do not have an account, Create one now

Log in to your account

Username

Password

Forgot your username and/or password? | Don't have an account [Create one now.](#)

MESSA home [Log in](#)

Accessing MESSA's Online Benefits Website

- Once logged in to your account, click on the **“Get started here”** link in the Open Enrollment nag bar. (If you do not see this link, please call Member Services at 800.336.0013).

Open Enrollment: It's open enrollment time, your chance to review and change your MESSA benefits. [Get started here.](#)

Do you or your dependents have other medical insurance?
Coordination of benefits: [Click here to update your other medical information or Medicare benefits.](#)

Open Enrollment: It's open enrollment time, your chance to review and change your MESSA benefits. [Get started here.](#)

Electing Benefits

- Click “Make Benefit Elections”

Demographics

- Review your Demographic Information and make any necessary updates.
- When finished, click the **“I agree”** box and click **“Continue”**.

Dependents

- Review/add/edit your Family Information.
- When finished, click the **“I agree”** box and click **“Continue”**.

Benefit Election

- To elect benefits, click on **“View Plan Options”** Step

You are now eligible to enroll in your benefits. Be sure to add any eligible dependents in the Family Information section prior to beginning your enrollment.

MESSA is not responsible for the costs shown.

Medical NO PLAN SELECTED

*** Selection Required** [I don't want this benefit \(waive\)](#) [View Plan Options](#)

- To cover a dependent, check the box next to their name and click continue.
- To remove a dependent, uncheck the box next to their name.
- Click **“Continue”**.
- Select a benefit plan by clicking **“Select”**.
- When finished electing all benefits, click **“Continue”** on the right-hand side.

Who will be covered by this plan?

Adam Tests Sally Tests Chloe Tests Add Dependents

Employee Spouse Daughter

[Back to Benefits](#) [Continue](#)

Beneficiaries

- It's recommended that you designate at least one primary beneficiary.
 - Add a beneficiary to this plan from your dependents or add a new beneficiary.
 - Click 'Add Selected'.
 - Percentage total must equal 100%.
- When finished click **"Continue"**.

The screenshot shows two sections for selecting beneficiaries: "Basic Term Life" and "Negotiated Life". Each section includes a heading, a sub-heading "Please choose your beneficiaries", and a "Primary Beneficiaries" section. Below the "Primary Beneficiaries" section, there is a note: "If you list your estate as beneficiary, the proceeds will go through probate. Probate is the process by which a court verifies estate funds and property are distributed to the correct beneficiaries." A red warning icon and text state: "There are no beneficiaries added to this plan. If this was made in error, click on 'Add Beneficiary' button below." At the bottom of each section is a green button with a plus sign and the text "Add Beneficiary".

Other Medical Insurance

- If you and/or a dependent are enrolled in MESSA medical coverage and have other medical coverage, you will be required to enter information about the other coverage.
- Click **"Yes"** next to **"Current or Prior Coverages"** and enter the following information.
- Once you have entered the information, click **"Save"**.
- If you do not have other medical coverage, keep **"Current or Prior Coverages"** as **"No"** and click **"Continue"**.

Review and Confirm

- Now that you have elected all of your benefits, review your selections and scroll to the bottom of the page to view the "Participation" statement. Check the **"I agree, and I'm finished with my enrollment"** box.

The screenshot shows the "Review and Confirm" page. At the top, there is a blue header with the text "Review and Confirm". Below the header, there is a red warning icon and the text "Please Review All of Your Selections". A note says: "Once you have completed your review, click the 'Complete Enrollment' button at the right side of the page." Below this, there are links for "CHANGED BENEFITS": Medical, Dental, Vision, Basic Term Life, Optional Supplemental Term Life, and Optional Basic Term Life. There are also links for "Optional Survivor Income Insurance" and "Optional Dependent Life". A note states: "*INDICATES CHANGED BENEFITS". On the right side, there is a box showing "Your Total Cost \$0.00 Per Month". Below this, there is a section for "Medical*" with a heart icon. It shows "Your cost per month \$0.00" and a red warning icon with the text "This benefit election is pending until approved by your Benefits Administrator". Below this, there is a section for "MESSA ABC Plan 1 Blue Cross Blue Shield of Michigan" with "Coverage: Employee + Dependent". A table shows "Who will be covered on this plan:" with columns for Name, Relationship, and Coverage. The table lists Adam Tests (Employee, Cover), Sally Tests (Spouse, Cover), and Chloe Tests (Daughter, No Coverage). There is an "Edit Selection" button. Below the table, there is a section for "Once You've Reviewed All Your Selections:" with a paragraph of acknowledgment text and a red warning icon with the text "I agree, and I'm finished with my enrollment".

Confirmation Statement

- You may view, email, or print your confirmation statement.

The screenshot shows the "Confirmation Statement" page. At the top, there is a green checkmark icon and the text "Your enrollment is complete!". Below this, there is a note: "You may make changes to your elections until March 21, 2020". A note says: "Please view your enrollment confirmation statement and verify that your selections are correct." Below this, there is a note: "Click the 'Print' button to print a copy of your enrollment confirmation statement for your records, click 'Email' to email yourself a copy of the statement. If you would like to make changes to your enrollment selection, click the 'Edit Selection' button located under each plan." Below this, there is a note: "MESSA is not responsible for the costs shown." At the bottom, there is a section for "Your Confirmation Statement is ready" with a box showing "Your Confirmation Statement is an overview of your new benefits and costs for your review and records." Below this, there are three buttons: "VIEW", "EMAIL", and "PRINT".