

To: UWG Employees

From: Dan Lewis

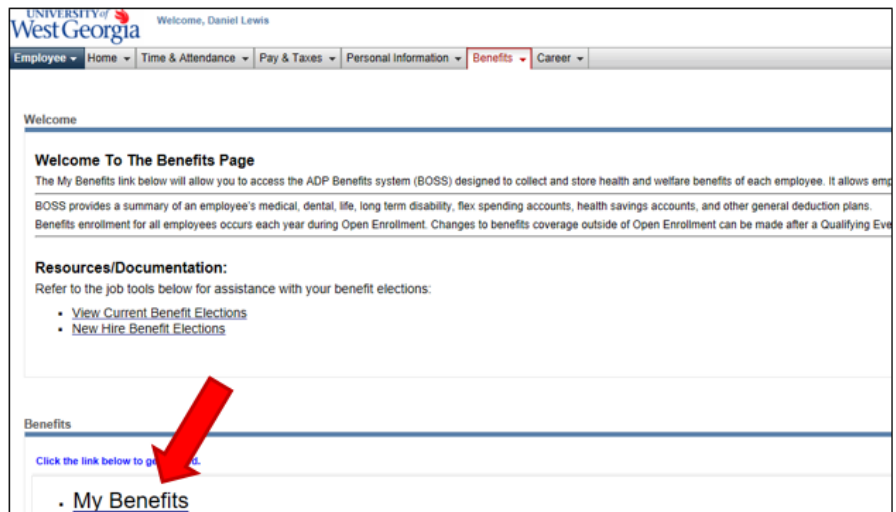
Date: June 26, 2017

Subject: **The New OneUSG Connect – Benefits Website and Call Center**

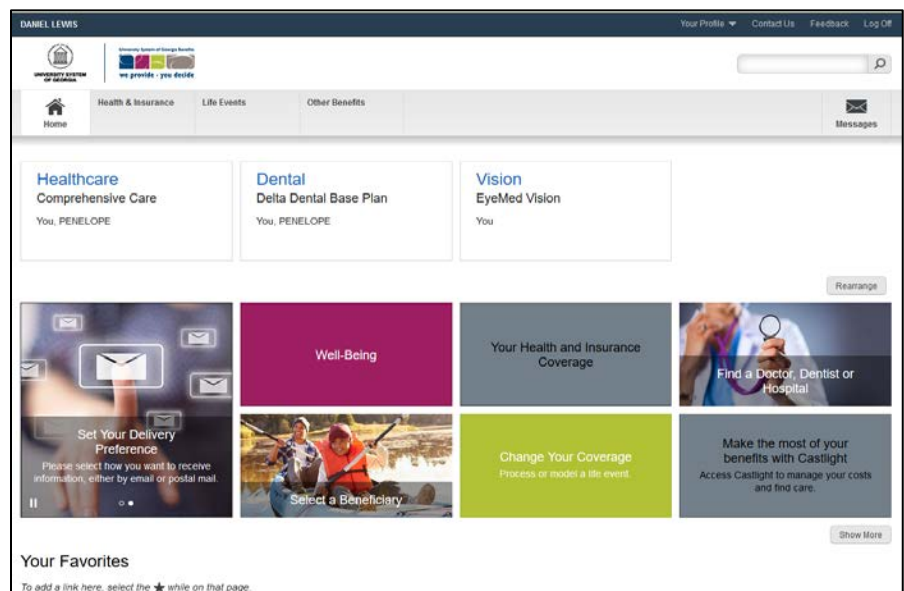
Beginning at 1:00 p.m. today, you will have two new ways to connect with your benefits - online and by phone. Following, please find the instructions:

## I. Online

- a) **From ADP:** You may access to the OneUSG Connect – Benefits website the way you have always done it by entering the ADP portal, select the Benefits tab, and click the **MY Benefits** link:



Once accessed, you will be able to review your benefits on this page by clicking the respective titles:

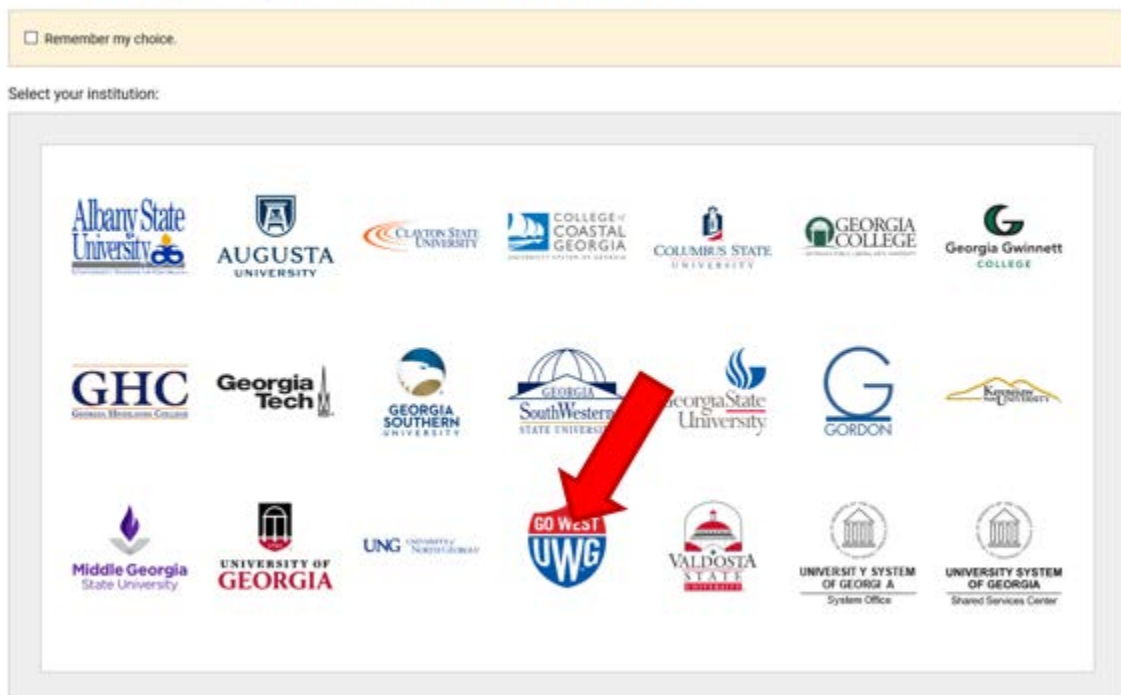


- b) **OneUSG Connect Website:** Another way to access the OneUSG Connect – Benefits via the Manage My Benefits links in the new USG Faculty and Staff portal at <http://OneUSGConnect.usg.edu>.

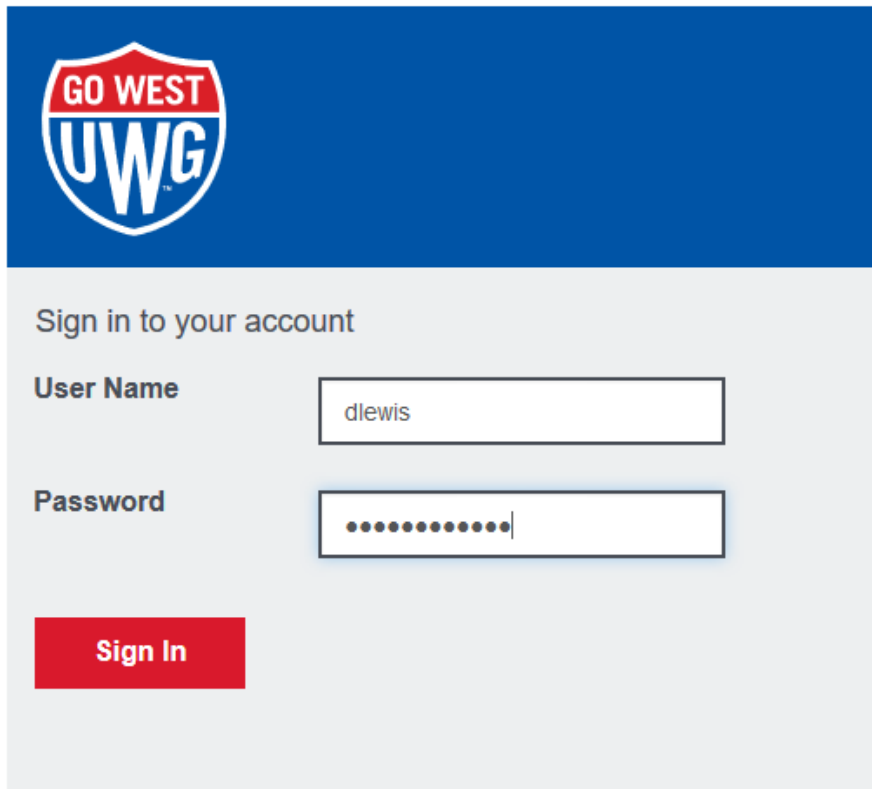


Click on the Single Sign On button and it will take you to the following page. Click on the UWG icon

## USG Single Sign-on Authentication

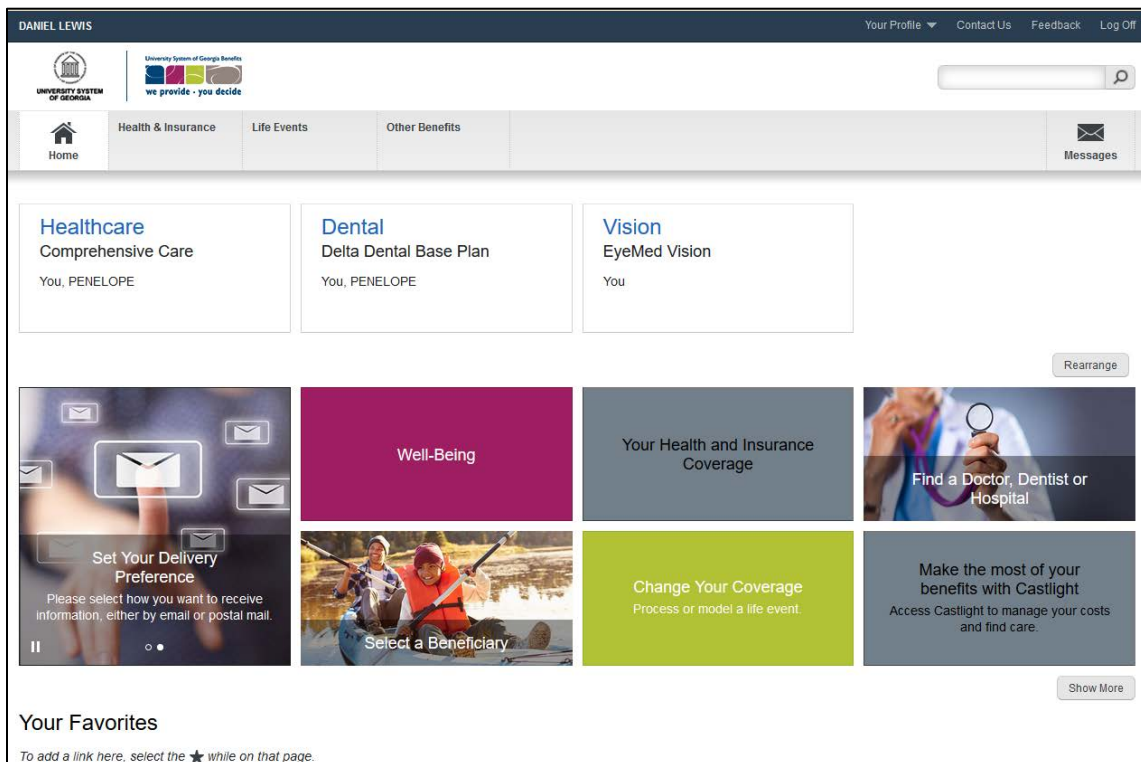


Type in your UWG ID and Password and click the Sign In button:



The image shows a sign-in form for the University of West Georgia (UWG). At the top left is the UWG logo, which consists of a shield with 'GO WEST' in a red banner and 'UWG' in white letters on a blue background. Below the logo, the text 'Sign in to your account' is displayed. There are two input fields: 'User Name' with the text 'dlewis' and 'Password' with a masked password of ten dots. A red 'Sign In' button is located at the bottom left of the form area.

You will be able to review your benefits by clicking the respective titles:



The image shows a screenshot of the UWG benefits dashboard for Daniel Lewis. The top navigation bar includes 'DANIEL LEWIS', 'Your Profile', 'Contact Us', 'Feedback', and 'Log Off'. Below this is a search bar and a navigation menu with 'Home', 'Health & Insurance', 'Life Events', 'Other Benefits', and 'Messages'. The main content area features three benefit cards: 'Healthcare Comprehensive Care' (You, PENELOPE), 'Dental Delta Dental Base Plan' (You, PENELOPE), and 'Vision EyeMed Vision' (You). Below these are several promotional tiles: 'Set Your Delivery Preference', 'Well-Being', 'Your Health and Insurance Coverage', 'Find a Doctor, Dentist or Hospital', 'Select a Beneficiary', 'Change Your Coverage', and 'Make the most of your benefits with Castlight'. A 'Your Favorites' section is at the bottom with a note: 'To add a link here, select the ★ while on that page.'

During your first visit to the new OneUSG Connect – Benefits website, please:

- Review and confirm your contact information, dependents and beneficiaries.
- Explore the resources and features, since they will help you understand and make the most of your USG benefits.

## II. By Phone

Employees and retirees may reach the OneUSG Connect – Benefits Call Center toll free by calling: **1-844-5-USGBEN** (1-844-587-4236)

Even though you now have two new ways to access your benefits, **your benefits are not changing.** (As always, you can change your benefits when you experience a qualifying life event, as well as during the next annual benefits Open Enrollment period in Fall 2017.)

Should you have any questions or concerns regarding this process, please contact the following UWG or USG representatives:

|                     |                        |  |                |
|---------------------|------------------------|--|----------------|
| Holly Mostrom       | Benefits Administrator | <a href="mailto:hmostrom@westga.edu">hmostrom@westga.edu</a> | 678-839-6338   |
| Terri Bussey        | Business Partner       | <a href="mailto:tbussey@westga.edu">tbussey@westga.edu</a>   | 678-839-6413   |
| USG Shared Services |                        |  | 1-855-214-2644 |

Thank you for your cooperation.

*Dan*

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OneUSG Connect Change Lead for UWG  
678-839-4781