



Before You Get Started

You Must Know Your CWID and Password

If you do not have this information, please contact your supervisor. Generally, your CWID and Password correspond to your email Username and Password.

The Weill Cornell Medical College (WCMC) Benefits Website

To start your benefits enrollment, navigate to the WCMC Benefits website at <http://weill.cornell.edu/benefits>.

Logon to Employee Self-Service

1. From the benefits webpage, click the myDesktop link (<http://mydesktop.med.cornell.edu>), and then click **Desktop Applications** to access the Weill Business Gateway (WBG). *****PLEASE NOTE:** If it is your first time logging in to myDesktop, you will need to download Citrix by clicking the appropriate link (for Windows PC or MAC OS X) at the bottom of the myDesktop logon screen.
2. Type your CWID in the **User name:** text box.
3. Type your Password in the **Password:** text box.
4. Select **CUMC** from the dropdown menu.
5. Click the **Log On** button.
6. You will be brought to your Applications screen. Click the Weill Business Gateway icon to access the WBG logon screen.
7. Click the **Log on** button located in the upper right corner of the screen.
8. Type your CWID in the **CWID:** text box.
9. Type your Password in the **Password:** text box.
10. Click the **Login** button to proceed to the WBG homepage.
11. Click the **Employee Self-Service** tab from the top level navigation area of the WBG homepage to access the Employee Self-Service menu.
12. Click the **Benefits** link to begin selecting your benefits.
13. Click the **Open Enrollment** link to proceed.
14. Read the Terms and Conditions, and click the **Accept** button to continue.

To learn more information about the WBG, we invite you to take The Weill Business Gateway Tour available by clicking **The Weill Business Gateway Tour** link underneath the **Knowledge Center** heading on the WBG homepage.


Benefits Enrollment Procedure

*****PLEASE NOTE:** For security purposes, the WBG portal will automatically timeout your session after 30 minutes of inactivity. Any unsaved data will be lost, and you will be required to log back onto WBG to complete your enrollment.




Step 1: Personal Profile

Review Personal Data, Mailing Address and Permanent Address.

- Click the **Edit Personal Profile** button to make any necessary updates before enrollment.
- Click the  icon to edit the corresponding Permanent and/or Mailing address. Enter changes in the appropriate fields.
- Click **Save and Back** to save your changes and continue.
- If you are moving to NYC, click the **Move to NYC** link. If you are moving from NYC, click the **Move out of NYC** link. Complete and save the applicable residency form. Submit the completed form to HR.
- Click **Close** to return to the enrollment screen.
- Click **Next** to continue to the next enrollment step.

Step 2: Dependents and Beneficiaries

Verify dependent data, and make any required dependent or beneficiary changes before enrollment.

- To add or change dependents, click the **Edit Dependents and Beneficiaries** button.
- To add a dependent, click the **Add** button, select the appropriate dependent type, and complete the required information.
- To edit existing dependent data, click the corresponding  icon. Make changes to the dependent data as required.
- Click **Save and Back** to save your data.
- Click **Close** to return to the enrollment screen.
- Click **Next** to continue to the next enrollment step.


*****PLEASE NOTE:** If you are adding a Domestic Partner to your benefits, you must submit the *Declaration of Domestic Partnership* form and *Domestic Partner Certification* to HR. Click the **Domestic Partner Documentation** link for further instructions.

Step 3: Current Elections


Review your current Benefit Elections before you make your selections and/or revisions:

- Click on a Plan Name to view the corresponding coverage details for the existing plan.
- Click **Next** to continue to the next enrollment step.


Step 4: Health Plans

- To enroll in a *Dental*, *Vision*, and/or *Medical* plan:
 1. Click the  icon which appears to the left of the corresponding plan.
 2. Select the appropriate plan election.
 3. Select the appropriate dependents (if applicable) to be covered under the plan.
 4. Click the **Add** button to continue.



- To edit or waive coverage in an existing *Dental, Vision, and/or Medical* plan:
 1. Click the  icon which appears to the left of the existing plan.
 2. Select the appropriate new plan election and the appropriate dependents (if applicable) to be covered under the plan **OR** select the *Waive Coverage* option to waive plan coverage.
 3. Click the **Add** button to continue.
- Click **Next** to continue to the next enrollment step.

Step 5: Insurance Plans


- To enroll in a *Supplemental Life and/or Dependent Life Insurance* plan:
 1. Click the  icon which appears to the left of the corresponding plan.
 2. Select the appropriate plan election.
 3. Enter the Primary and Contingent Percentages for each beneficiary.
 4. Click the **Add** button to continue.

*****PLEASE NOTE:** If you have selected a coverage option of more than three (3) times your base salary, you must also:

1. Click the **Download and print the EOI Form here** link to download the required *Evidence of Insurance* form.
 2. Complete the *Evidence of Insurance* form, print and/or save the form for your records, and fax the form to HR at 646-962-0134.
 3. Click the **Close** button to continue.
- Click **Next** to continue to the next enrollment step.


Step 6: Savings Plans

*****PLEASE NOTE:** You must be enrolled in the *Health Savings Plan* medical plan option in order to enroll in a Health Savings Account. In addition, you may not enroll in the *FSA-Health Care* option in Step 6 if you enroll in a Health Savings Account.

- To enroll in a Health Savings Account (HSA),
 1. Click the  icon which appears to the left of the HSA selection option.
 2. Enter the appropriate Pre-Tax Contribution Amount.
 3. Click the **Add** button to continue.
- Click **Next** to continue to the next enrollment step.

Step 7: Flexible Spending Accounts (FSA)

Enroll in *FSA-Health Care* and/or *FSA-Dependent Care*. *****PLEASE NOTE:** You may not enroll in the *FSA-Health Care* option if you are enrolled in a *Health Savings Account* savings plan.

- To enroll in *FSA-Health Care* and/or *FSA-Dep. Care*:
 1. Click the  icon which appears to the left of the appropriate FSA selection.
 2. Enter the Annual Contribution Amount.



3. Click the **Calculate** button to calculate the Amount per Paycheck.
 4. Click the **Add** button to continue.
- Click **Next** to continue to the next enrollment step.

Step 8: Review and Save

Once you have made your selections, please review them for accuracy. To go back and make changes click the **Previous** button. Edit selections as required by clicking the corresponding



icon. *****PLEASE NOTE:** You may edit your selections at any time throughout the Benefits Open Enrollment period.

1. Click the **Save** button to save your benefit elections.
2. Click the **Print Benefit Confirmation Statement** link to print and/or save a copy of your Benefits Confirmation Statement in pdf file format.
3. Click the **Go to Benefits Participation Overview** link to view benefits participation for current, past, and/or future dates.

Related Links

For more information about any of the benefit plan options, click the appropriate link under the **Related Links** area on the right hand side of the Open Enrollment menu.

Support

- If you have questions regarding your benefit choices or the enrollment process, contact the Benefits Office at 1-646-962-9247, then select option 2.
- If you have any computer-related issues, questions about the logon procedure, or how to complete enrollment, contact ITS User Support at 1-212-746-4878, or send an email to support@med.cornell.edu for assistance.

Help Documentation

Detailed step-by-step instructions for the benefits enrollment procedures are available at <http://helpfiles.med.cornell.edu/gm/cabinet-1.25.1401?mode=EU>.