To make your elections using the Employer Election Tool, visit ConcordiaPlans.org, log in to your Employer Portal located at the top of the home page and then click into the Employer Election Tool.

We’ve added new features to the Employer Election Tool including links to Plan Overview videos, links to At A Glances for each plan and a calculator tool to assist in budgeting.

This guide provides step-by-step instructions for how to use the Employer Election Tool to:

- Elect same option(s) as current year for 2021
- Elect new, unbundled option(s) for 2021
- Elect option(s) for more than one ministry
- Compare options if you are not currently in the CHP

**Scenario 1: Elect the same option(s) as current year for 2021**

1. Choose your ministry and click “Next.” (If you have more than one ministry, you will make separate elections for each ministry.)
2. You will see the options your ministry is currently offering. Directly below these options is an “Offer the same CHP options in 2021” button. Click this button if your ministry has chosen to offer the same options in 2021.

<table>
<thead>
<tr>
<th>What you have in 2020</th>
<th>Self</th>
<th>Self/Spouse</th>
<th>Self/Child(ren)</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy Me B (BCBS)</td>
<td>$854.19</td>
<td>$1,616.42</td>
<td>$1,343.00</td>
<td>$2,155.23</td>
</tr>
<tr>
<td>Dental A Contributory (Cigna)</td>
<td>$40.80</td>
<td>$85.68</td>
<td>$73.44</td>
<td>$118.32</td>
</tr>
<tr>
<td>Vision B Contributory (VSP)</td>
<td>$9.44</td>
<td>$20.11</td>
<td>$21.62</td>
<td>$35.21</td>
</tr>
</tbody>
</table>

(Where is my Premium Plus option?)

3. If the 2021 plan name is different than what appears as your 2020 option, then either your 2020 plan has been renamed or your 2020 plan has been consolidated and you have been mapped to a similar plan option for 2021. If you have any questions, please contact your Account Management Team rep at 888-927-7526, ext. 6020.
4. If you would like to learn more about Concordia Retirement Savings Plan 403(b) AutoSave, Payroll Services and/or HR Services, click “Contact Me” on the appropriate card. Your selections will be added to “Your 2021 Elections” cart. When you’re done, click “Next.”

5. Review your selections for 2021. If everything looks correct, click “Confirm and Submit.” (NOTE: If you elect the non-contributory option, a message will pop up explaining what non-contributory means and asking you to either confirm your election or change your election.)

6. You will see a message confirming that you have completed the election process. (NOTE: If you decide to make a change, click “Change My Election” and you will be taken back to “Your 2021 Elections’ cart where you can remove previous choices and choose new options by comparing medical, dental and vision options.)
7. Click “Print Confirmation” or “Email Confirmation” so you have record of your 2021 elections.

8. To make elections for another ministry, click “Elect for Another Ministry.” You’ll be taken through the same election process (Steps 1-4). Again, either print and/or email your confirmations so you have record of your 2021 elections for all of your ministries.
Scenario 2: Elect new, unbundled option(s) for 2021

1. Choose your ministry and click “Next.” (If you have more than one ministry, you will make separate elections for each ministry.)

2. “Step 1” is to pick the medical plan option(s) you want to offer your workers. Click “Medical Options” where you can compare and elect options. To compare two or three options, simply click “Compare” on the options you are considering. When you’re ready to choose your 2021 option(s), click “Elect” for each option you want to offer. Your medical option choice(s) will be added to “Your 2021 Elections” cart and you can click “Next.”
3. “Step 2” is where you will pick a dental plan option for your ministry. Click “Dental Options” where you can compare and elect an option. (NOTE: If you elect the non-contributory option, a message will pop up explaining what non-contributory means and asking you to either confirm your election or change your election.) To compare two or three options, simply click “Compare” on the options you are considering. When you’re ready to choose your 2021 dental option, click “Elect” for the option you want to offer. Your dental option choice will be added to “Your 2021 Elections” cart and you can click “Next.”
4. “Step 3” is to pick a vision plan option. Click “Vision Options” where you can compare and elect an option. (NOTE: If you elect the non-contributory option, a message will pop up explaining what non-contributory means and asking you to either confirm your election or change your election.) To compare two or three options, simply click “Compare” on the options you are considering. When you’re ready to choose your 2021 vision option, click “Elect” for the option you want to offer. Your vision option choice will be added to “Your 2021 Elections” cart and you can click “Next.”
5. “Step 4” offers you the opportunity to learn more about Concordia Retirement Savings Plan 403(b) AutoSave, Payroll Services and/or HR Services, click “Contact Me” on the appropriate card. Your selections will be added to “Your 2021 Elections” cart. When you’re done, click “Next.”
6. Review your selections for 2021. If everything looks correct, click “Confirm and Submit.”

7. You will see a message confirming that you have completed the election process. (NOTE: If you decide to make a change, click “Change My Election” and you will be taken back to “Your 2021 Elections” cart where you can remove previous choices and choose new options by comparing medical, dental and vision options.)
8. Click “Print Confirmation” or “Email Confirmation” so you have record of your 2021 elections.
9. To make elections for another ministry, click “Elect for Another Ministry.” You’ll be taken through the same election process (Steps 1-4). Again, either print and/or email your confirmations so you have record of your 2021 elections for all of your ministries.

Scenario 3: Elect for more than one ministry

1. To make elections for more than one ministry, follow the election process (Steps 1-4) as noted above.
2. Review your selections for 2021. If everything looks correct, click “Confirm and Submit.”
3. You will see a message confirming that you have completed the election process. (NOTE: If you decide to make a change, click “Change My Election” and you will be taken back to “Your 2021 Elections” cart where you can remove previous choices and choose new options by comparing medical, dental and vision options.)
4. Click “Print Confirmation” or “Email Confirmation” so you have record of your 2021 elections.
5. To make elections for another ministry, click “Elect for Another Ministry.” You’ll be taken through the same election process (Steps 1-4). Again, either print and/or email your confirmations so you have record of your 2021 elections for all of your ministries.

Scenario 4: Compare options ONLY for those not in the CHP

1. Choose your ministry and click “Next.” (If you have more than one ministry, you will make separate comparisons for each ministry.)
2. Although you are currently unable to elect, you can use this tool to compare options available to your ministry if you choose to adopt the Concordia Health Plan. Click “Medical Options,” “Dental Options” or “Vision Options” and then click “Compare.”

3. Click “Print Comparison” or “Email Comparison” so you can reference for discussions.

4. If you would like to discuss enrolling your ministry in the Concordia Health Plan, please contact your Account Management Team rep at 888-927-7526, ext. 6020.