To make your elections using the Employer Election Tool, visit ConcordiaPlans.org and log in to your Employer Portal located at the top of the home page. You can find the link to the Employer Election Tool under “Quick Links.”

This year we have added a new option for employers to choose voluntary benefits: Accidental Injury Insurance and Critical Illness Insurance.

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

- Scenario 1: Elect same option(s) as current year for 2022
- Scenario 2: Elect new, unbundled option(s) for 2022
- Scenario 3: Elect option(s) for more than one ministry
- Scenario 4: Compare options if you are not currently in the CHP

Scenario 1: Elect the same option(s) as current year for 2022

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 2022” button. Click this button if your ministry has chosen to offer the same options in 2022.

<table>
<thead>
<tr>
<th>What you have in 2021</th>
<th>Self</th>
<th>Self/Spouse</th>
<th>Self/Child(ren)</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy Me HSA - B (BCBS)</td>
<td>$730.48</td>
<td>$1,468.27</td>
<td>$1,219.90</td>
<td>$1,957.69</td>
</tr>
<tr>
<td>Dental Basic NonContributory</td>
<td>$21.04</td>
<td>$44.18</td>
<td>$44.18</td>
<td>$68.38</td>
</tr>
<tr>
<td>Vision Basic NonContributory</td>
<td>$8.18</td>
<td>$17.42</td>
<td>$18.73</td>
<td>$30.51</td>
</tr>
</tbody>
</table>

If you have any questions, please contact your account manager at 888-927-7526, ext. 6020.
4. **NEW FOR 2021** – For Employers that are not currently enrolled in Critical Illness and Accidental Injury Insurance, there will be an extra step. This is a pop-up window and requires an answer. You can close the popup and even close the browser, when you come back to the election process it will resume from this point. The question **MUST** be answered before you can continue. Click the Learn More link for more information on Critical Illness and Accidental Injury Insurance.

5. 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 2022 Elections” cart. When you’re done, click “Next.”

6. Review your selections for 2022. 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.)
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 2022 Elections” cart where you can remove previous choices and choose new options by comparing medical, dental and vision options. You may make multiple elections and Concordia Plans will use the completed election with the latest date before the close of the period.)

8. Click “Print Confirmation” or “Email Confirmation” so you have record of your 2022 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 2022 elections for all of your ministries.
Scenario 2: Elect new, unbundled option(s) for 2022

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. If you would like to better understand how to do comparisons, click on the link provided in the on screen instructions to watch a short video tutorial.

When you’re ready to choose your 2022 option(s), click “Elect” for each option you want to offer. Your medical option choice(s) will be added to “Your 2022 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. If you would like to better understand how to do comparisons, click on the link provided in the on screen instructions to watch a short video tutorial.

When you’re ready to choose your 2022 dental option, click “Elect” for the option you want to offer. Your dental option choice will be added to “Your 2022 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. If you would like to better understand how to do comparisons, click on the link provided in the on-screen instructions to watch a short video tutorial.

When you’re ready to choose your 2022 vision option, click “Elect” for the option you want to offer. Your vision option choice will be added to “Your 2022 Elections” cart and you can click “Next.”
5. **NEW FOR 2021** – For Employers that are not currently enrolled in Critical Illness and Accidental Injury Insurance, there will be an extra step. This is a pop-up window and requires an answer. You can close the popup and even close the browser, when you come back to the election process it will resume from this point. The question **MUST** be answered before you can continue. Click the Learn More link for more information on Critical Illness and Accidental Injury Insurance. **“Step 4”** This year we have added a new option for employers to choose voluntary benefits – Accidental Injury Insurance and Critical Illness Insurance.

<table>
<thead>
<tr>
<th>Step 4: Pick Voluntary Benefits: Critical Illness and Accidental Injury Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Illness Insurance and Accidental Injury Insurance creates a “safety net” for your workers and their families, it doesn’t cost your ministry anything to offer these benefits. Your role would be to set up the payroll deduction for the low premiums your workers would pay.</td>
</tr>
<tr>
<td>Learn more.</td>
</tr>
<tr>
<td>Please choose either Elect or Decline to continue.</td>
</tr>
</tbody>
</table>

6. **“Step 5”** 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 2022 Elections” cart. When you’re done, click “Next.”
7. Review your selections for 2022. If everything looks correct, click "Confirm and Submit."

8. 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 2022 Elections” cart where you can remove previous choices and choose new options by comparing medical, dental and vision options. You may make multiple elections and Concordia Plans will use the completed election with the latest date before the close of the period.)
9. Click “Print Confirmation” or “Email Confirmation” so you have record of your 2022 elections.

10. 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 2022 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 2022. 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 2022 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 2022 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 2022 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.” If you would like to better understand how to do comparisons, click on the link provided in the on screen instructions to watch a short video tutorial.
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 manager at 888-927-7526, ext. 6020.