

Instructions (for Open Enrollment)
City of Milwaukee -- Human Resources Management System
Employee Self Service Program

All Active employees will use the Self Service program to change your Health, Dental, Flexible Choices, Long Term Disability and Life Insurance benefits:

Login on the Internet to <https://cmil.mycmsc.com> then click HRMS PRD on the left side.

Log into the Self Service Program

1. Enter your 6-digit User ID. The User ID can be located on the Benefit Information Statement next to the **Employee ID** information. Enter your Password. If you do not remember your password, please click first on “Forgot Your Password?” at the login page. If that does not work, then click on the following link to request or reset a password: www.Milwaukee.gov/FMISpasswordhelp
2. Click the Sign In button. If this is your first time logging into the Self Service program, please set up the “Forgot your password” option. Click Save. You are now set up to have a new password e-mailed to you when you “forget your password”.

HEALTH INSURANCE

Path: Home/Self Service/Benefits/Benefits Enrollment

1. Click the Select button.
2. Click the Edit button to select the Health Plan Option.
3. Click the Circle button to select a Health Plan.
4. If you have dependent(s) on your plan or would like to add a dependent, continue and scroll down to the Enroll Your Dependents (Add/Review Dependents). **All dependent names must be capitalized and check the student box.**
5. Click the Store button for the additional options. *The store button will hold your choices until you are ready to submit your final enrollment. Click the OK button after you have reviewed the confirmation display page and to store the elections. Do not click the submit button until you have completed all of your options, for example any changes to the dental insurance or flexible choices program.*
6. If there are no additional changes, then click the Submit button.
7. Please be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

DENTAL INSURANCE

Path: Home/Self Service/Benefits/Benefits Enrollment

1. Click the Select button.
2. Click the Edit button to select the Dental Plan Option.
3. Click the Circle button to select a Dental Plan.
4. If you have dependent(s) on your plan or would like to add a dependent, continue and scroll down to the Enroll Your Dependents (Add/Review Dependents). **All dependent names must be capitalized and check the student box.**
5. Click the Store button for the additional options. *The store button will hold your choices until you are ready to submit your final enrollment. Click the OK button after you have reviewed the confirmation display page and to store the elections. Do not click the submit button until you have completed all of your options.*
6. If there are no additional changes, then click the Submit button.
7. Please be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

FLEXIBLE CHOICES PROGRAM

If you wish to participate in any of the three parts of the Flexible Choices Program, you must enroll each plan year. These plans do not automatically renew.

Path: Home/Self Service/Benefits/Benefits Enrollment

1. Click the Select button.
2. Click the Edit button to select Flexible Choices Medical, Dependent Care or Parking Expenses.
3. Click the Circle button to select a Flexible Choices Option or click No, I do not want to enroll.
4. Submit the annual pledge amount for each of the Flexible Choices option you want to be enrolled in 2008.
5. Click the Store button, which will hold your choices until you are ready to submit your final enrollment. Click the OK button after you have reviewed the confirmation display page and to store the elections. *Do not click the submit button until you have completed all of your options.*
6. If there are no additional changes, then click the Submit button.
7. Please be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

LONG-TERM DISABILITY

If you wish to select a Long Term Disability (LTD) buy down of 60, 90,120 day coverage, or change the current buy down selection.

Path: Home/Self Service/Benefits/Benefits Enrollment

1. Click the Select button.
2. Click the Edit button to select the LTD Buy Down.
3. Click the Circle button to select the LTD buy down coverage.
4. Click the Store button, which will hold your choices until you are ready to submit your final enrollment. Click the OK button after you have reviewed the confirmation display page and to store the elections. *Do not click the submit button until you have completed all of your options.*
5. If there are no additional changes, then click the Submit button.
6. Please be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.

LIFE INSURANCE

If you wish to change the Supplemental Life Insurance enrollment.

Path: Home/Self Service/Benefits/Benefits Enrollment

1. Click the Select button.
2. Click the Edit button to select the Supplemental Life Insurance option.
3. Click the Circle button to select the Supplemental Life Insurance Plan. If required, you must enter a coverage amount or click the percentage option.
4. Click the Store button, which will hold your choices until you are ready to submit your final enrollment. Click the OK button after you have reviewed the confirmation display page and to store the elections. *Do not click the submit button until you have completed all of your options.*
5. If there are no additional changes, then click the Submit button.
6. Please be sure to review and **print** your confirmation statement when you have completed your benefit enrollment.