



ICI Deferred Enrollment eBenefits Job Aid

This job aid provides instructions about how to enroll in Income Continuation Insurance (ICI) through deferred enrollment. ICI Deferred Enrollment is available for the following reason:

- You are not enrolled in ICI but are eligible for ICI premium categories 3, 4 or 5 for the **FIRST** time. You may enroll in ICI in any year you are eligible for premium category 6.

The Income Continuation Insurance (ICI) program is an income replacement plan that replaces up to 75% of your salary if you are unable to work because of sickness or injury. The plan provides replacement income for disabilities that are considered short term in nature, as well as those that may last for extended periods.

The ICI program covers earnings up to \$120,000.00.

Your premium is based on your monthly salary and your sick leave balance (your sick leave determines your premium category). The per pay period premiums will be listed in eBenefits.

If you have questions, please contact your agency Payroll and Benefits office.

Elections must be submitted no later than 5pm on March 1st. Coverage is effective April 1st.

ENROLLING THROUGH eBENEFITS

- Log into Employee Self Service: <https://ess.wi.gov>
- Click on the **My Benefits Tile** on the Employee Self Service Homepage.
- Click on the **Benefits Enrollment** link in the My Benefits Navigation Collection.
- This will bring you to the Enrollment Landing Page. Click on the **Select** button to start the enrollment process.

Open Benefit Events				
Event Description		Event Date	Event Status	Job Title
ICI Deferred Enrollment		03/02/2024	Open	PARALEGAL-ADV

- You will see the Enrollment Summary Page. **Only the ICI plan you're eligible for will be listed on this page.**

SELECTING A PLAN

- To enroll in ICI, click **Edit** next to the plan. If you want to enroll in ICI, you must enroll in ICI Standard.

- To select a plan, click on the **radio button** next to the plan name. You will see the per pay period premium displayed. Click **Update and Continue** to move to the next page.

- The election is confirmed on the following screen. Click **Update Elections** to save your election.



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- You will be brought back to the Summary page. Once your election has been entered, click **Save and Continue** to start the submission process.

You will be brought to the Submit Benefit Choices page. Click **Submit** to submit your election.

- Once submitted, the Submit Confirmation page will appear.

- If you need to change your election after it is submitted, contact your Payroll and Benefits office so your enrollment can be re-opened.
- Unlike Open Enrollment, you will not receive a confirmation statement of your election. You can verify your election on the **Benefits Summary** page.

HOW TO VERIFY YOUR ICI ENROLLMENT

- The day after you submit your ICI election, you will be able to review your election on the **Benefits Summary** page.
- Click on the **My Benefits Tile** on the Employee Self Service Homepage. Your **Benefits Summary** will automatically appear on the page.
- Enter the date: **04/01/2024** (this is the date that coverage is effective). Click **Refresh**. You will now see your benefits as of April 1st.

THINGS TO KNOW

- If you are eligible for premium category 6 (you have at least 1040 hours of sick leave), there is no cost to you to enroll in Standard ICI.
- You should NOT use eBenefits to cancel coverage if already enrolled in Standard ICI – you must submit a [paper application](#) to your agency benefits office.**
- You should review the [Income Continuation Insurance Booklet](#) for more information about the ICI program.