

# Smithsonian Institution Trust

## Online Benefits Enrollment Quick Guide

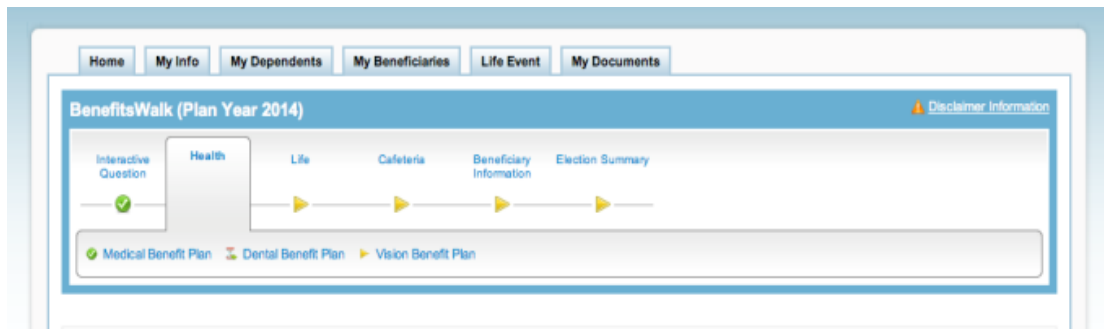
Smithsonian Institution introduced an online benefits portal managed by SECOVA, an online benefit enrollment administrator, to provide Smithsonian Trust Fund employees with an online enrollment solution to elect their health and welfare benefits.

To access the website and begin your enrollment, follow these instructions:

1. Open your web browser to: <https://iElect.Secova.Com>
2. Enter Employer: **SmithsonianInstitution**
  - Enter LOGIN: **Your full last name and last 4 digits of your Social Security Number**  
**Example: MURPHY1234 (No space or hyphens)**
  - Enter PASSWORD: **Your password is your 8 digit date of birth in this format “MMDDYYYY” or if you are a returning user, enter your established password**
  - Click **“NEXT”**
  - For security reasons if you have never access this website, you will be prompted to change your password and enter a security question at this point. Your username will remain the same.

### Information for New Employees

3. Once you have changed your password, click **‘Continue’** and a popup disclaimer will appear on the screen. Please read the complete disclaimer and accept or decline the disclaimer. If you decline you will not be able to continue with your enrollment.
4. Once you accept the disclaimer you will be automatically directed to the **‘Enrollment Dashboard’**, the homepage for your employee benefits. You will begin your enrollment by clicking the **‘Start or Continue Enrollment’** on the right side of the screen. Once you Start or Continue Enrollment, you will be directed to a series of interactive questions that must be answered before you are able to make your benefit elections.
5. The SECOVA system will guide you screen by screen through a **‘Benefits Walk’** encompassing each benefits option available to you. You can find the Benefits Walk near the top of the page. Please note on each page you will need to select **‘SAVE & CONTINUE’** to save your benefit elections and move on to the next benefit option. As you move through the Benefits Walk the yellow arrows at the top of the screen will change to green checks once completed and saved.



6. Once you have completed all of your benefit elections you will be directed to a confirmation page or Elections Summary. Please review this page for accuracy and click '**Please confirm**' to verify all your new elections. You must either email or print the confirmation page to ensure your elections take effect. Keep a copy for your personal records.

#### Information for Returning Users

7. If you or one of your dependents has a Qualifying Life Event (QLE) that allows a change in your coverage, you must enter the requested change on the Life Event tab. You may be requested to upload supporting documents under My Documents (for example, adding a new dependent due to birth of a child will require that you upload the baby's birth certificate).

If you have any questions regarding SECOVA system navigation, please call the SECOVA technical support call center at (877) 698-9781. The SECOVA technical support team is available for assistance with logging into the iElect portal, password resets, and basic system navigation.

All benefit-related questions should be submitted to the SAO Benefits Office by contacting [SAO-Benefits@cfa.harvard.edu](mailto:SAO-Benefits@cfa.harvard.edu) for assistance.