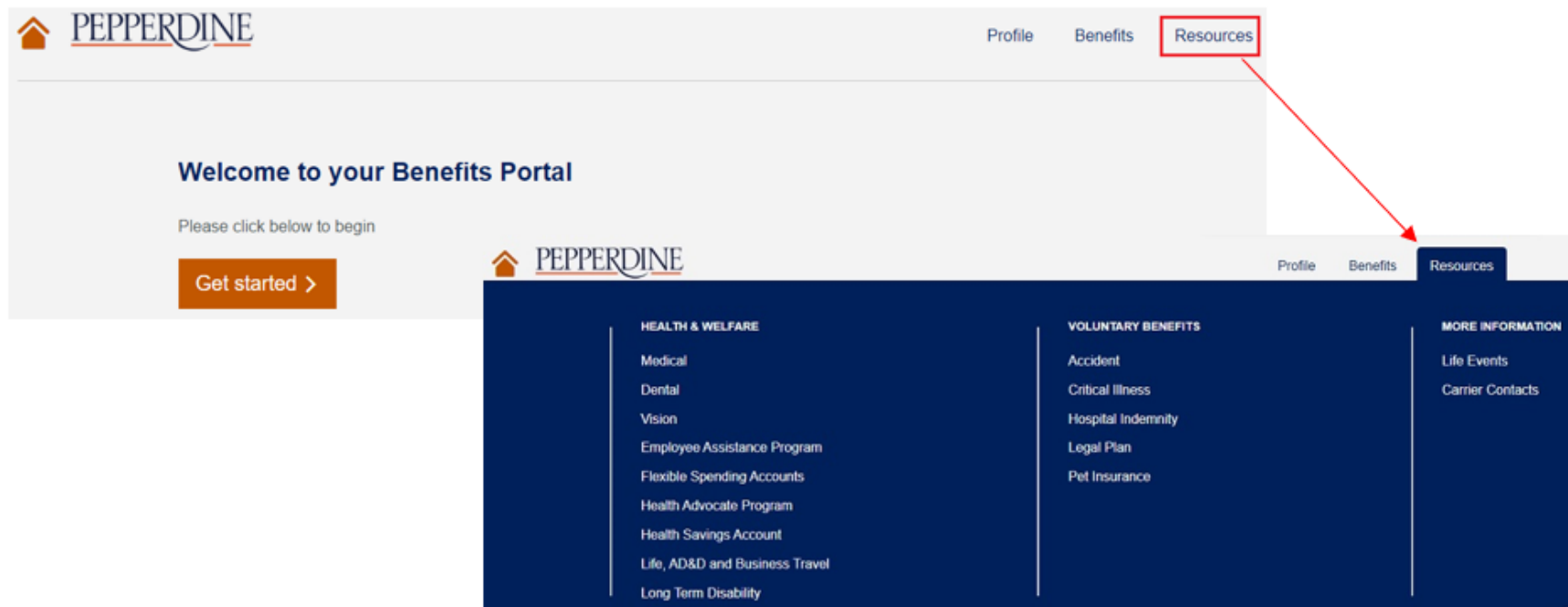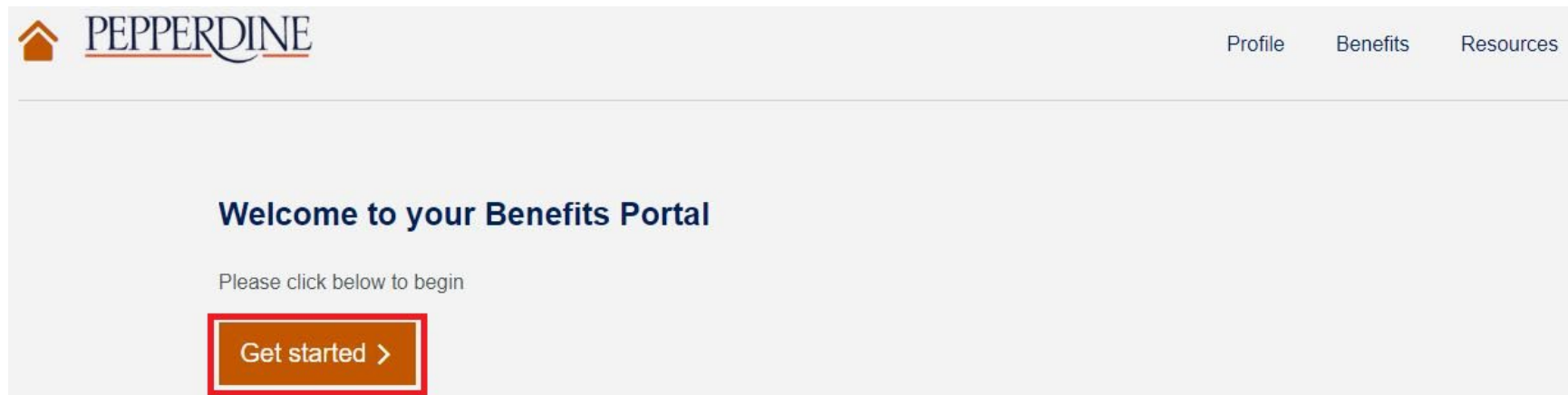Dear Colleague,

If electing an Aetna HMO plan for 2024, this guide has been created to assist you. If you are waiving medical coverage or planning to elect the Aetna HDHP or Kaiser Permanente HMO plans, please disregard this document.

1.   Visit the benefits portal at mybenefits.pepperdine.edu and input your WaveNet credentials.

2.   From the benefits portal dashboard, you can review plan documents and access carrier contact information.

3. When you're ready to enroll, click the orange **GET STARTED** button. You are now asked to review your information and communication preferences, emergency contact information, and make any edits to your dependent(s).

PEPPERDINE

Profile   Benefits   Resources

Welcome to your Benefits Portal

Please click below to begin

Get started >

4. Under the **MEDICAL** option, click *Begin Enrollment*, re-elect eligible dependents, and select your desired Aetna HMO plan.

Medical

Provides coverage for medical services, durable equipment, and prescription medications.

Decision required

Would you like Medical coverage?

Begin enrollment   Decline coverage

HMO
FSA

☐ Compare

Aetna Broad HMO 2024

Estimated Annual Cost **$1,296.00** | FSA Tax Savings
How was this calculated?   Add Contribution

Individual Deductible	N/A
Family Deductible	N/A
Individual Out of Pocket Max	$2,500
Family Out of Pocket Max	$5,000

Select plan   Plan details

5. Enter the 5- or 6-digit Aetna PCP number associated with your primary doctor in the **PCP CODE** field. You will need to complete this field for yourself and each of your enrolled dependents.

    ➢ *Need help finding your Aetna PCP Code?* A list of Aetna PCP Codes for frequently used Anthem Blue Cross primary doctors, is available to you here.

    Note: PCPs listed may be in-network with only one or both Aetna HMO plans. Use the **VIEW PRIMARY CARE PROVIDER LIST** link in the upper left corner of the benefits portal screen to confirm if the doctor is in-network with the plan you elected. For general medical group network status, please review this document.

    ➢ *Don't currently have a PCP?* Please input **000000** in the PCP Code field. This will allow Aetna to auto-assign you a PCP within 30 miles of your home address on file.

    ## Medical

    Enter the PCP (Primary Care Provider) information or search from a list of providers.

    View Primary Care Provider List

	*PCP Code
Megan Manary Capul	

6. A dropdown menu will appear.

    ➢ If you are a current patient with this doctor, then select **yes**.

    ➢ If you are not a current patient with this doctor or you do not have a PCP, then select **no**.

    ## Medical

    Enter the PCP (Primary Care Provider) information or search from a list of providers.

    View Primary Care Provider List

	*PCP Code	PCP Name
Megan Manary Capul	000000	

    Is the employee a current patient with this provider?

    --- Please Select --- ⌄
    --- Please Select ---
    Yes
    No

7. Complete Steps 5 and 6 for each dependent enrolled in your 2024 medical plan. Please note that the PCP Name field will never populate and is unavailable for edit.

8. Once you have completed all fields, click **NEXT** at the bottom of your screen and finish the rest of your 2024 Open Enrollment elections.