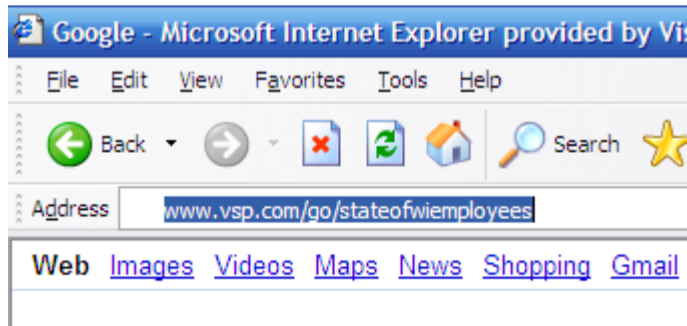


Step 1: Open your internet browser and type the address to the VSP-Administered Open Enrollment site for the State of Wisconsin.

www.vsp.com/go/stateofwiemployees



Step 2: View VSP benefits specific to the State of Wisconsin plan for 2010. The main benefits description is in the middle column of the page, scrolling down. The link to *Find a VSP Doctor* and VSP Contact Info are at the top left – just call for any questions. When you are ready to enroll, simply click the “Enroll Now” button, in the middle column near the top, to continue on to the enrollment page.

The screenshot shows a web page for VSP Wisconsin. On the left is a sidebar with the VSP logo and a 'My Benefits' section containing links for 'Already a VSP Member', 'Benefits Information', 'Find a VSP Doctor', and 'Why Choose VSP'. Below these are 'Contact Information' details. The main content area has a top navigation bar with 'Benefits Information', 'Find a VSP Doctor', and 'Why Choose VSP'. The main heading is 'Welcome State of Wisconsin Employees!' followed by 'State of Wisconsin Employees'. The text explains eligibility for enrollment and provides a sign-up instruction. A red warning note states: 'When enrolling, please note that your Member ID may vary according to your Payroll Processing Center.' Below this is a red note for university employees and an 'Enroll Now' button. On the right, there is a 'State of Wisconsin Employee' graphic, a 'Reasons to Enroll' section with a photo of a woman and text 'More Savings, More Doctors More Satisfaction... Guaranteed.', and an 'Additional savings with your VSP plan' section with a photo of a family and text 'Experience our Eyecare Discovery Center'. At the bottom right, it says 'Read articles, watch videos, have fun with your eyes!'.

[Benefits Information](#) | [Find a VSP Doctor](#) | [Why Choose VSP](#)



My Benefits

[Already a VSP Member](#)
[Benefits Information](#)
[Find a VSP Doctor](#)
[Why Choose VSP](#)

[Contact Information](#)
For more information
contact VSP Member
Services at
1-800-400-4569.

Welcome State of Wisconsin Employees!

State of Wisconsin Employees

As a State employee you are eligible to enroll in the vision program offered through VSP. The program provides an affordable, easy-to-use benefit for you and your eligible dependents.

Sign up for VSP during the enrollment period indicated on your VSP brochure. Your coverage begins January 1, 2010.

Enroll today. You'll be glad you did.

When enrolling, please note that your Member ID may vary according to your Payroll Processing Center.

University employees are identified by the "Person ID" located on your earnings statement.

[Enroll Now](#)



Reasons to Enroll

More Savings, More Doctors
More Satisfaction...
Guaranteed.

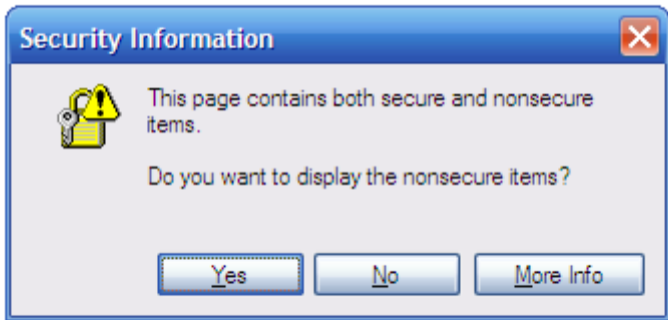
Additional savings with your
VSP plan



Experience our
Eyecare Discovery
Center

Read articles, watch videos,
have fun with your eyes!

Step 3: You may receive a Security Information pop-up. Please select “Yes” to continue on to the enrollment page.



Step 4: You are now able to enter your personal information and enroll yourself and your dependents for VSP benefits in 2010. In order to validate your identity, there are 4 items that will be asked of you.

1. First Name. Enter your first name exactly as it appears in the address line on your VSP enrollment brochure.
 - o *University employees may have their middle initial loaded as part of the first name. If your middle initial appears on the VSP brochure, please enter that as part of your first name when enrolling online, with a space in between.*

2. Last Name. Enter your last name exactly as it appears in the address line on your VSP enrollment brochure.

3. Enrollment Code or Last four digits of Member ID. The Enrollment Code is a 6-digit number created to assist with the enrollment process. You can find this number near the top left of the back page of your VSP enrollment brochure. If you do not have your brochure and do not know your Enrollment Code, you may enter the last four digits of your Member ID. Your Member ID varies according to the State agency where you work. *If your Member ID is less than four digits, you must add zeroes to the front to make four digits to complete this form.*
 - o **Central Payroll** – Your Member ID is a hybrid number created by Central Payroll administration. The last four digits are the same as the last four digits of your SSN.
 - o **University System** – Your Member ID is your “Person ID” located on your earnings statement.
 - o **University Hospital and Clinics** – Your Member ID is your SSN.
 - o **Legislature** – Your Member ID is an Employee ID number, which may be less than four digits. Remember to add zeroes to make it four digits for this form.
 - o **WHEDA** – Your Member ID is an Employee ID number, which may be less than four digits. Remember to add zeroes to make it four digits for this form.

4. Date of Birth. Enter your month, date, and year of birth.

vsp VSP Open Enrollment Form

Type: PNG Image
Size: 1.12 KB

Benefits Information | Find a VSP Doctor | Why Choose VSP

vsp
Vision care for life

My Benefits

Already a VSP Member
Benefits Information
Find a VSP Doctor
Why Choose VSP

Contact Information
For more information contact VSP Member Services at 1-800-400-4569.

VSP Administered Open Enrollment

Thank you for your interest in VSP. To begin the enrollment process, please complete the required fields below.

*Required

Member Name:*

First Last

Enrollment Code
or Last four digits of Member ID:*

Date of Birth:*
JAN 01

[Continue](#)

Step 5: Once you have entered the personal information requested, you will see more of your personal information populated on the screen, including your mailing address. Please validate this information and make changes as necessary. You will have the option to add any dependents to your VSP enrollment record. You will be asked to read and acknowledge the terms and conditions of your VSP enrollment, which can also be found on the back page of your VSP enrollment brochure. Once the terms have been accepted, you can select “Continue” to move on to the final confirmation page.

Accept Enrollment Terms

By signing below, I agree that all information is true. I understand I am enrolling in a voluntary plan and that VSP will automatically deduct the entire monthly vision premiums from my paycheck. Uncollected premiums for two consecutive months will

I accept Enrollment Terms

Continue

Cancel

Step 6: A final validation of the information is requested. If everything appears accurately, please click the button to “Confirm Enrollment.”

Enrollment Terms

By signing below, I agree that all information is true. I understand I am enrolling in a voluntary plan and that VSP will automatically deduct the entire monthly vision premiums from my paycheck. Uncollected premiums for two consecutive months will result in termination of my VSP plan benefit unless other payment arrangements are made with VSP.

.....
[Edit](#)

[Confirm Enrollment](#)

[Cancel](#)

Step 7: Your enrollment is successful. You will receive an enrollment confirmation code, and if an email address was entered you will also receive an emailed confirmation. If you wish to disenroll or make any other changes during the Open Enrollment period, you can log back in to do so and you will receive a confirmation code each time.



VSP Administered Open Enrollment - Confirmation

Congratulations. You have successfully completed the enrollment process.

If you encounter any unexpected issues during this process, please contact VSP Customer Service for assistance. The number is 1-800-400-4569.