

NICOTINE SURCHARGE VERIFICATION INSTRUCTIONS

OPEN ENROLLMENT 2019

Follow the steps below to verify your nicotine usage*.

Step 1 - Access the Methodist Administrative Resources System (MARS).

- **From a Houston Methodist Facility:** From the Houston Methodist intranet, select **MARS** and then click **Go** under Frequently Accessed Pages. Login to [MARS](#) using your Houston Methodist network ID and password. For access, you must be connected to the Houston Methodist Network
- **From home (or a non-Houston Methodist location):** Go to myHR.houstonmethodist.org. Under **HM Home Access** select **CLICK HERE** and **MARS**. Indicate if you are on a private or public computer and enter your Houston Methodist network ID. Select how you want to receive your Registration code. Enter your Registration Code and then your Houston Methodist network password

Step 2 – Enter Open Enrollment for 2019

1. Click the **Benefit Details** tile on the home page. Select **Benefits Enrollment**. Click **Select** next to the Open Enrollment event
2. Click **Edit** next to the **Nicotine Surcharge – Employee Plan****
 - a. Indicate your nicotine usage
 - b. Click **Update and Continue** and then **Update Elections**
3. Click **Edit** next to the **Nicotine Surcharge – Spouse Plan** if you cover a spouse
 - a. Indicate your spouse’s nicotine usage
 - b. Click **Update and Continue** and then **Update Elections**

Step 3 – Submit Your Elections and Changes

1. Click **Save** and **Continue**
2. Click **Submit** and then **Ok**
3. **“Submitted”** appears under **Event Status** on the **Benefits Enrollment** page when completion is successful
4. Enter 1/1/2019 in the **As of** field on the **Benefit Summary** page two weeks after Open Enrollment closes to print and/or email your 2019 benefit elections.

*Need information on a reasonable alternative or smoking cessation programs? – Click [HERE](#).

**No action is needed for nicotine verification if you are not a member of the Houston Methodist employee Medical plan

