



**Department of Human Resources**

Dear Employee,

Welcome to the CDU Benefit Program! You have been added into the Charles R. Drew University's online enrollment system. Your login credentials to access this system are below.

LOG IN

1. To log into BenXcel, go to : <https://benxcel.net>
2. Enter your initial user name : first four letters of last name, last four digits of SSN
3. Enter your initial password : last four digits of SSN and full date of birth in MMDDYYYY format
4. Enter the Company Name : CDU
5. Click the Sign In button to enter the system

You must enroll in benefits through the CDU online enrollment system within 30 days from your date of hire. To review and make benefit selections, you may access the online enrollment system at <https://www.benxcel.net>. You will be asked to select a personalized password the first time you access the site.

**Please note that you have 30 calendar days starting on your date of hire to make your benefit elections.** After your enrollment period has ended, you will be **unable to enroll or make changes** to your benefits until Open Enrollment in the Fall, unless you experience a qualifying status change as detailed in the Benefits Guide.

For the Anthem Medical plan, you will need to pick a Primary Care Physician (PCP). Go to [www.anthem.com/ca](http://www.anthem.com/ca) to locate Anthem Blue Cross participating providers.

If you have questions about enrolling online or about any of the benefit plans, please contact CDU Benefits Center toll free at 1 855 230 0745 ext 6412.

Thank you,

BenXcel Support

*This e-mail was auto-generated from BenXcel. Do not reply to this message.*