Employee Open Enrollment Steps

This job aid covers how an employee navigates through Open Enrollment in the application. These options are only available during your company's Open Enrollment timeframe.

Accessing Open Enrollment

Navigation: **My Info > My Benefits > Enrollment**

During your company's designated Open Enrollment timeframe, complete the following steps to access the enrollment screens.

1. Select Start within the Open Enrollment Widget

To review your current coverage(s) before beginning Open Enrollment, navigate to **My Info > My Benefits > Benefit Plans.**

Open Enrollment

Open enrollment is from Jun 15, 2020 to Jun 26, 2020. You have 0 days left to initiate your enrollment. Please complete your enrollment today

Start ①

Important:
Once in Open Enrollment there is a tab for All Currently Enrolled Benefits. If you were enrolled in any coverages for the current Plan Year, you have the option to *Select All Current Plans* for the Enrollment Period.
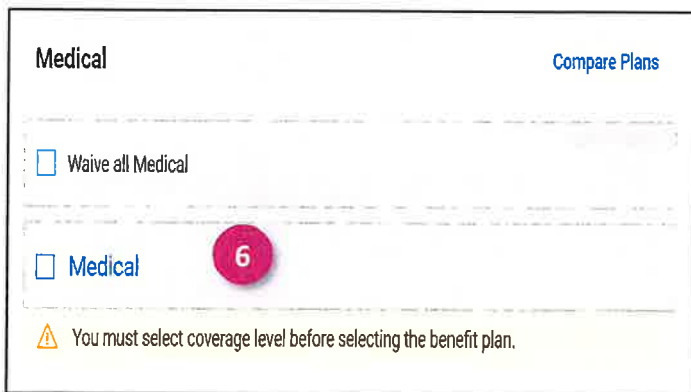
Enrolling in Coverage

To elect your benefit plans on each tab:

2. Review the Instructions tab.

3. Select **Continue**.

4. Review the All Current Benefits Enrollments tab.

5. Select **Save & Continue**.

6. Select the plan to enroll in. (Waive if not needed).

7. Select the coverage level of the plan you want to enroll in.

8. Complete the contact information (if applicable; see Selecting Contacts below).

9. Select **Save and Select.**

10. Select **Continue** to move to the next tab.
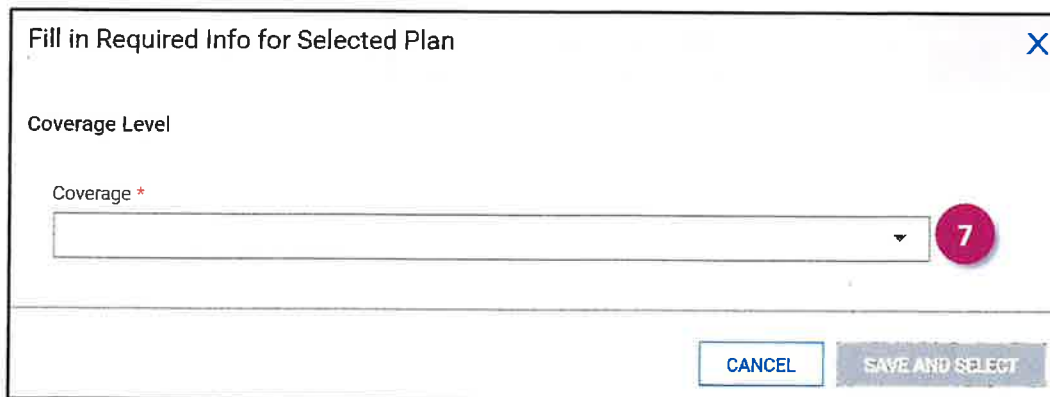
11. Repeat steps 4-11 for each tab.

Medical   Compare Plans

☐ Waive all Medical

☐ Medical   **6**

⚠ You must select coverage level before selecting the benefit plan.

Fill in Required Info for Selected Plan   ✕

Coverage Level

Coverage *

[▾] **7**

CANCEL   SAVE AND SELECT

Selecting Contacts

Follow the steps to select plan contacts. This includes a spouse, children, or beneficiaries.

12. Select the **+Add drop down** for the appropriate contact.

13. If a contact needs to be added, select **Add New**. Add appropriate information and **Continue**.

14. If a contact exists but needs added to the plan, select **Add from Existing Contacts,** and select the individual.

15. Select **Save and Select**.

Spouse			
← Page 1 of 1 → 0 Rows		**12**	+ Add ▼
↑ Name	Relationship	Birth Date	Actions
ⓘ No Data to Display			

Children			
ⓘ Require 1-20 Child/ren			
Page 1 of 1 → 0 Rows			+ Add ▼

Submitting Open Enrollment

On the final tab of enrollment is Confirm and Submit. After verifying your selections:

16. Select **Submit**.

17. In the Enrollment Acknowledgement popup, enter your login password.

18. Select **Accept**.

19. Select **OK**.

20. Select **OK**.

Enrollment Acknowledgement ✕

ⓘ Please type your password to confirm

Password *

If you wish to make additional changes, click on "decline" and you will return to the option menu

Click on "accept" if you are satisfied with your selections and wish to proceed with the submittal process.

Note that you will not be enrolled in new plans until you complete this selection and acceptance process. Contact your HR Representative should you have any questions regarding this process

True and complete acknowledgement: The answers I have provided throughout this benefit submission are to the best of my knowledge and belief, true and complete

I hereby enroll for benefits for which I am presently eligible **18**

DECLINE   ACCEPT

SUBMIT

Open Enrollment ...

Open enrollment is from Jun 15, 2020 to Jun 26, 2020. You have 0 days left for open enrollment. Please complete your enrollment today

⊘ Submitted, Pending Approval   100%

Submitted on Jun 26, 2020

View