

# EMPLOYEE OPEN ENROLLMENT STEPS



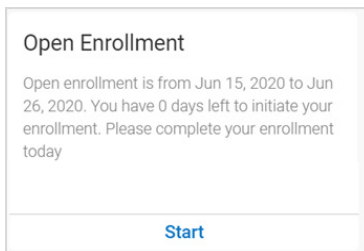
This piece will assist you with plan enrollment during Open Enrollment. These options are only available during your company's Open Enrollment timeframe.

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

## ACCESSING OPEN ENROLLMENT

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

- Navigate to **My Info > My Benefits > Enrollment**.
- Click **Start** within the Open Enrollment Widget.



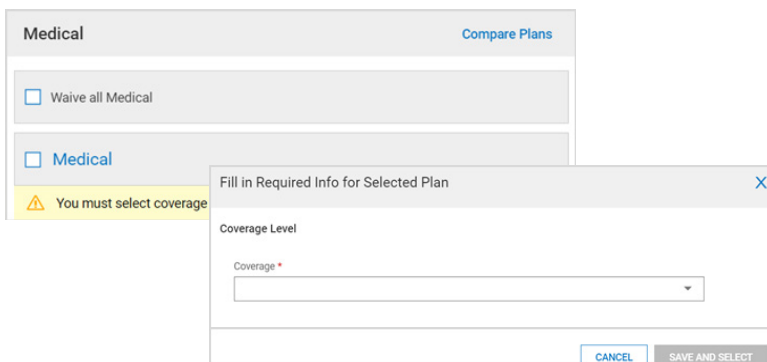
## IMPORTANT INFORMATION

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 new Enrollment Period.

## ENROLLING IN COVERAGE

To elect your benefit plans on each tab:

- Review the **Instructions** tab.
- Click **Continue**.
- Review the **All Current Benefits Enrollments** tab.
- Click **Save and Continue**.
- Click the plan you want to enroll in (waive if not needed).
- Click the coverage level of the plan you want to enroll in.
- Complete the contact information (if applicable; see **Selecting Contacts** below).
- Click **Save and Select**.
- Click **Continue** to move to the next tab.
- Repeat steps 5-9 for each tab.



## SELECTING CONTACTS

Follow these steps to select contacts for plans. This includes spouses, children, or beneficiaries.

- Click the **+Add** drop down for the appropriate contact.
- If a contact needs to be added, click **Add New**. Add appropriate information and **Continue**.
- If a contact exists but needs added to the plan, click **Add from Existing Contacts** and select the individual.
- Click **Save and Select**.

## SUBMITTING OPEN ENROLLMENT

The final step of enrollment is Confirm and Submit. After verifying your selections:

- Click **Submit**.
- In the **Enrollment Acknowledgement** popup, enter your login password.
- Click **Accept**.
- Click **OK**.

