

Open Enrollment Instructions

 **BEFORE YOU BEGIN:** If you are adding any dependents (or if you have dependents enrolled who have not previously been verified), have your marriage and/or birth certificates ready to upload with your open enrollment event.

Review your Inbox for your Open Enrollment Event

On the right side of your home page dashboard, click the **Inbox icon** to get started.

Under **Change Benefits for Open Enrollment Change**, click **Let's Get Started**.

Click **Enroll** or **Manage** in the box for each plan to update your benefit elections and enrolled dependents.

Use the radio buttons to **select** or **waive** each benefit plan and click **Confirm and Continue**.

If you are adding new dependents, click the **Add New Dependent** button to add a new dependent.

 After you have entered the Dependent's information once, you will be able to select them from the table for your other benefit plan elections.

Complete the Name and Personal Information sections on the **Add My Dependent from Enrollment** screen.

Enter the dependent's Social Security Number by clicking the **Add** button under **National IDs** section.

 Social Security Numbers are required for all dependents over 6 months of age. You will not be able to enroll a dependent without providing a valid Social Security Number.

Ensure you provide an address, phone and/or email if it is different than your existing address.

Click the **Save** button to continue. Ensure the dependent has been selected in the table and that you have entered their Social Security number. Click the **Save** button.

Repeat the process by clicking **Enroll** or **Manage** in the box for each benefit plan.

 **YOU MUST ENROLL OR WAIVE EVERY BENEFIT PLAN BEFORE YOU CAN COMPLETE YOUR ENROLLMENT.**

 Make sure you have attached documentation for each of your dependents in the attachment section.

Click the **Review and Sign** button to review your changes.

Review the selections made on the **Summary** page and **check the box** next to "I Accept".

Click the **Submit** button.

 Click the View Benefits Statement button to review your elections. **Print and save a copy of your confirmation statement.**