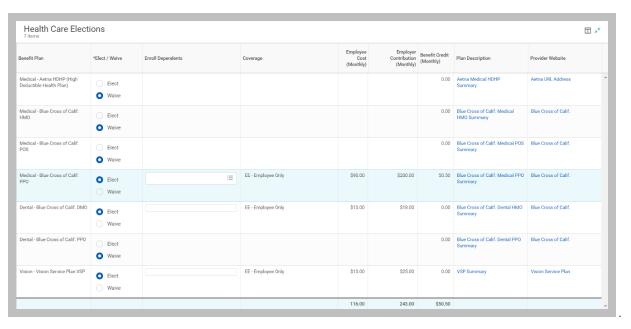
OPEN ENROLLMENT STEPS

Once a year, open enrollment allows you to update your benefit elections. During this period, you will receive a task in your Inbox. Based on the university's configuration, approvals may be necessary to complete this task. Review this job aid for steps on completing your open enrollment. To modify your beneficiaries or dependents, please refer to the *Add or Change Beneficiaries and Dependents* job aid.

SELECT YOUR BENEFITS

From your Home page:

- 1. Click the Inbox icon.
- 2. Click the Open Enrollment Change task.
- 3. Select **Elect** or **Waive** for each Health Care Election choice. Your current elections default.
- 4. Click the Plan Description or Provider Website links to review.
- 5. Modify your coverage, if needed.



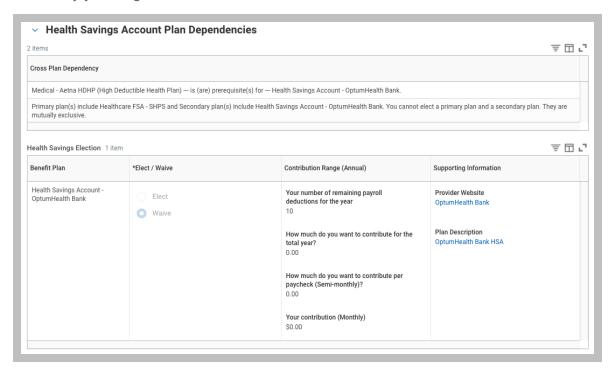


ADD THE HEALTH SAVINGS ELECTION

The next step displays the Health Savings Election information. Depending on your elections from the previous screen, you may or may not be eligible for this plan.

From the Change Benefits for Open Enrollment – Health Savings Account Plan Dependencies section:

- 1. Click the **arrow** to expand the section. The Cross Plan Dependency details display.
- 2. Click the Go Back button to modify your original elections, if needed.



- 1. Select **Elect** or **Waive** for the Health Savings election.
- 2. Enter the amount you want to contribute.
- 3. Click Continue.

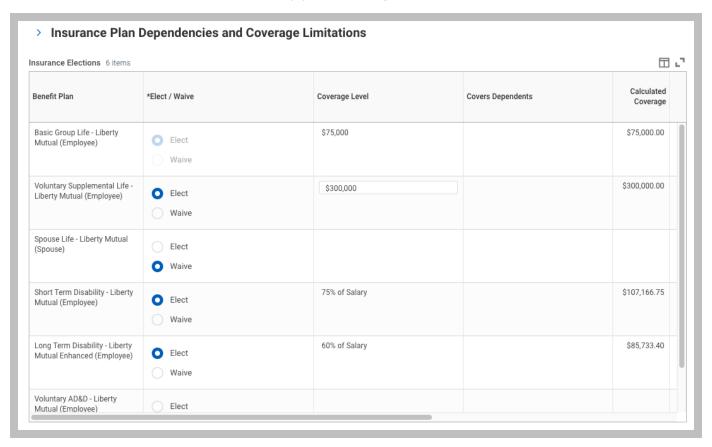


ADD GROUP LIFE INSURANCE

Depending on your organization's policy and local, state, and federal laws, you may be required to complete a physical examination in order to qualify for life insurance during open enrollment. Ask your HR or benefits representative for additional information.

From the Change Benefits for Open Enrollment – Insurance Plan Dependencies and Coverage Limitations section:

- 1. Click the arrow to expand the Insurance Plan Dependencies and Coverage Limitations section.
- Select Elect or Waive for each insurance election and modify your Coverage Levels, as needed.



Click Continue.

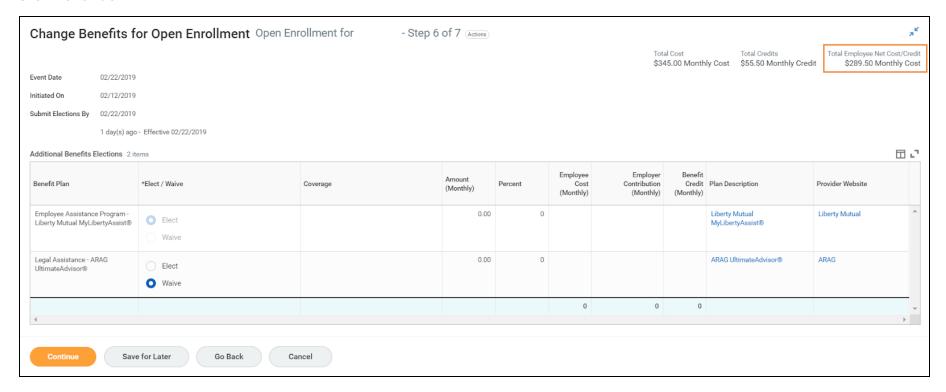


ADD ADDITIONAL BENEFITS

The additional benefits section is where you can elect options such as employee assistance or legal assistance insurance.

From the Change Benefits for Open Enrollment – Additional Benefits Elections section:

- 1. Review your elections for accuracy. Notice your monthly cost in the upper-right corner.
- 2. Scroll down and confirm that your coverage information is accurate.
- 3. Click Continue.





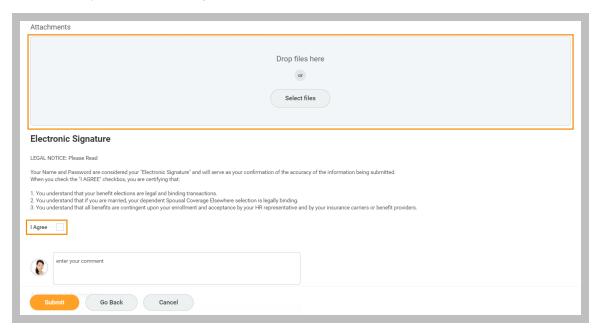
ATTACH SUPPORTING DOCUMENTS

To add attachments if required:

- 1. Drag and drop the file in the Attachments area or click **Select files** to find the file.
- 2. Select the file you want to attach.
- 3. Enter comments, as needed.
- 4. Click Upload.

COMPLETE YOUR ENROLLMENT

1. Select the I Agree checkbox to confirm your electronic signature, if required.



- 2. Click **Submit**. A confirmation page displays.
- 3. Click **Print** to generate a PDF version for your records or click **Done** to complete the task.

