

2024 Open Enrollment Quick-Step Guide

1. **Navigate** to **Employee Self Service** from the homepage.
2. **Select** the **Open Enrollment** tile.
3. **Read** the **Welcome to Open Enrollment** page. Then, **select** the **Next** button.
4. **Read** the **Important Information about Benefits Enrollment** page thoroughly. Then, **select** the **Next** button.
5. **Review** and/or **update** your **Personal Information**, **select** the **Next** button after completing each page to proceed to the next page.
 - a. **Contact Information**
 - b. **Home and Mailing Address**
 - c. **Emergency Contact**
6. **Review** the **Dependent/Beneficiary Info** page and, if necessary, add an individual by **selecting** the **Add Individual** button. Once complete, **select** the **Next** button.
7. **Review** the **Acknowledgment** page thoroughly. **Select** the **I have read and agree to these terms** checkbox, then **select** the **Save** button.
8. **Select** the **Next** button. The **Benefit Enrollment** page displays.
9. **Select** the applicable benefit tile(s) you wish to enroll in from the **Benefit Enrollment** page.
10. **Non-Tobacco Use Agreement** tile
 - a. **Select** the **Plan Name** you wish to enroll in under the **Enroll in Your Plan** section. Then, **select Done**.
11. **Medical / Dental / Vision** tiles
 - a. If applicable, **select** the dependent you wish to enroll by checking the box next to their name under the **Enroll Your Dependents** section.
 - b. If you wish to **Add/Update Dependent** **select** the **Add/Update Dependent** button.
 - c. **Select** the desired **Plan Name** under the **Enroll in Your Plan** section that you wish to enroll in. Then, **select Done**.
12. **Health Savings Account / Health FSA / Dependent Care FSA / Commuter Benefit** tiles
 - a. **Select** the desired **Plan Name** under the **Enroll in Your Plan** section that you wish to enroll in.
 - b. **Enter** the desired **Annual Contribution** you would like to contribute to your account over the next year. Then, **select Done**.
13. **Basic Life / Supplemental Life / Voluntary AD&D** tiles
 - a. **Select** the desired **Plan Name** under the **Enroll in Your Plan** section that you wish to enroll in.
 - b. **Designate** your Beneficiaries **New Primary Percentage** or **New Secondary Percentage**.
 - c. If you wish to **Add/Update Beneficiaries** **select** the **Add/Update Beneficiary** button.
 - d. **Select Done** after entering all applicable information.
14. **Spouse Life / Child Life** tiles

- a. **Select** the desired **Plan Name** under the **Enroll in Your Plan** section that you wish to enroll in. Then, **select Done**.
15. After **selecting** your desired benefit plan elections from the tiles, you will **select** the **Submit Enrollment** button from the **Benefits Enrollment** page.
16. **Select** the **Done** button on the **Benefits Alerts** pop up.
 - a. If the **Status** under the **Enrollment Summary** shows “**Submitted**,” your elections have been saved.
 - b. Important: Once you have **selected** the **Submit Enrollment** button, any additional changes you make within the **Benefits Enrollment** page will automatically be recorded and processed even if you do not select the **Submit Enrollment** button again. This means that the last selection(s) you make in the **Benefits Enrollment** page, will be your final coverage. To verify your enrollment, **select** the **Submit Enrollment** button after each change then **review** the updated **Benefit Statement** on the next tile.
17. **Select** the **Next** button on the **Benefit Enrollment** page.
18. The **Benefits Statement** page displays. **Select** the **2024 Open Enrollment** event.
19. **Review** the **Benefit Statement** page and verify your information under **Personal Information**, **Cost Summary**, **Election Summary**, **Dependents and Beneficiaries**, **Dependent Enrollments**, and **Beneficiary Designations** for accuracy.
20. **Select** the **Print View** button on the top right of the page. **Print** the **Elections Preview**. Then **exit** the **Election Preview**.
21. **Select** the **X** button on the top right of the page of the **Benefit Statement** page.
22. **Select** the **Next** button to move to the **Summary** page.
23. **Read** the **Summary** page, then **select** the **Exit** button on the top left of the page.
24. **Select** the **Yes** button on the pop-up message.

Verification of Submission

1. **Navigate** to **Employee Self Service** from the homepage.
2. **Select** the **Open Enrollment** tile.
3. **Select** the **Benefit Enrollment** tab on the left-hand side of the page.
4. If the **Status** under the **Enrollment Summary** shows “**Submitted**,” your elections have been saved.
5. If the **Status** under the **Enrollment Summary** shows “**Changes saved – Submit to view**,” you need to **select** the **Submit Enrollment** button as you have made changes since the last time you submitted your enrollment.
 - a. Once you **select** the **Submit Enrollment** button the **Status** will change to “**Submitted**.”

- b. **Navigate** to the **Benefit Statement** tab to **print** your new **Elections Preview**.
6. If the **Status** under the **Enrollment Summary** shows “**Pending Review**,” you need to **select** the **Submit Enrollment** button to submit your elections.
 - a. Once you **select** the **Submit Enrollment** button the **Status** will change to “**Submitted**”.
 - b. **Navigate** to the **Benefit Statement** tab to **print** your new **Elections Preview**.

Potential Errors

1. If the **Submit Enrollment** button is grayed out there is an error in your enrollment that needs to be corrected.
 - a. **Review** the benefit tile(s) under the **Benefit Enrollment** page to identify any tile(s) that show “**Error**” for the Status.
 - b. **Select** the tile with the “**Error**” Status.
 - c. **Read** the error message on the top of the page and **correct** the corresponding issue.
 - d. Once corrected, **select** the **Submit Enrollment** button the **Status** will change to “**Submitted**”.
 - e. **Navigate** to the **Benefit Statement** tab to **print** your new **Elections Preview**.
2. If the **Benefits Alerts** pop up contains any warnings, there is an error in your enrollment that needs to be corrected.
 - a. **Review** the warning. Then select the Done button.
 - b. **Correct** the error associated with the warning message.
 - c. Once corrected, **select** the **Submit Enrollment** button the **Status** will change to “**Submitted**”.
 - d. **Navigate** to the **Benefit Statement** tab to **print** your new **Elections Preview**.