The purpose of this unit is to provide you with instructions on how to enroll in the various benefit plans. This training unit assumes all dependents are already loaded in your profile. All dependents must be in your Dependent/Beneficiary profile properly before their names will appear as an option as a medical or dental participant. There is a separate training unit that provides instructions on how to add a dependent to your Dependent/Beneficiary profile.

1. Click on the Benefits Enrollment Overview link and choose Open Enrollment.

2. The following screen will appear with your current benefits displayed.

   a. The box will allow you to add a plan to your profile. For example, you are not currently enrolled in dental coverage and wish to do so for next year.
b. The [ ] will allow you to change your election. For example, you are on a Medical Waiver and you would like to enroll in the medical insurance.

c. The [ ] will allow you to terminate your election. For example, you do not wish to continue to participate in additional life insurance.

3. Changing your Medical plan
   a. Click on the change option next to your current election.
   b. Click on the box to the left of the plan you wish to elect highlighting the row.

c. To attach dependents to your plan, scroll down and click on the box to the left of the dependent’s name.

d. Click on the [Add] box, the system will return you to the initial enrollment screen where you may select another plan.

4. Electing or Changing your Dental plan
   a. To add dental coverage, click on [ ] to enroll in the plan. To change your dental plan, click on the [ ] button next to your current plan.
   b. Click to the left of the plan you wish to elect, highlighting the row.
   c. Scroll down and click on the box to the left of the dependent option you wish to elect highlighting the row.
   d. Click on the [Add] box, the system will return you to the initial enrollment screen where you may select another plan.

5. Electing or Changing Accident Insurance
   a. Click on the add button to enroll in the plan. The following screen will appear:
a. To choose the appropriate level of coverage, click to the left of the plan you wish to elect, highlighting the row.

b. Click on the box, the system will return you to the initial enrollment screen where you may select another plan.

c. If you no longer wish continue to participate in the plan, click the trashcan icon next to the plan. You will see a cancellation confirmation box, choose yes to cancel.

6. Electing or Changing Critical Illness Insurance
   a. Click on the add button to enroll in the plan. The following screen will appear:
b. To choose the appropriate level of coverage, click to the left of the plan you wish to elect, highlighting the row.

c. Click on the box, the system will return you to the initial enrollment screen where you may select another plan.

d. If you no longer wish to continue to participate in the plan, click the trashcan icon next to the plan. You will see a cancellation confirmation box, choose yes to cancel.

7. Electing or Canceling Supplemental Life Insurance
   a. You may want to elect an additional $40,000 above the $10,000 of Basic Life Insurance for a total of $50,000 coverage, click on the enroll button under Supplemental Life and click on the . The following screen will appear:
b. There is only one level of coverage ($40,000) for this plan, so it will automatically be highlighted. Click on the Add button, the system will return you to the initial enrollment screen where you may select another plan.

Remember, if this is an increase from your previous year’s election, you will need to complete a Statement of Health form in addition to submitting your election electronically.

c. If you no longer wish to continue to participate in the plan, click the trashcan button next to the plan.

8. Electing or Changing Additional Life

a. You may want to elect additional coverage above the $50,000 that would be provided through Basic Life $10,000 and Life Supplemental $40,000, click on the add button to enroll in Additional Life or the pencil to change your level of coverage. The following screen will appear:

b. To choose the appropriate level of coverage, click to the left of the plan you wish to elect, highlighting the row.
9. Electing or Changing Additional Long Term Disability (LTD)
   a. You may want to elect additional coverage above the company provided basic
coverage, click on the enroll button under Additional LTD and click on the add
button 
, if this is your initial enrollment in this plan or the pencil if you are
changing your level of coverage. The following screen will appear:

   ![Select a Additional LTD Plan Table]

   b. Click to the left of the level of coverage you wish to elect highlighting the row.
   Remember, salaried employees are not eligible for the 3 month option.
   c. Click on the Add button, the system will return you to the initial enrollment
screen where you may select another plan. Remember, if you are increasing
your coverage, you are required to complete a Statement of Health Form in
addition to submitting your election electronically.
   d. If you no longer wish continue to participate in the plan, click the trashcan
button next to the plan.

10. Electing Dependent Care FSA
   a. Click on the enroll button under the plan and click on the Add button.
The following screen will appear:
b. Enter the amount you would like to contribute for the year. Click on the box, the system will return you to the initial enrollment screen where you may select another plan or click on the box to return to the initial enrollment screen without electing this plan.

11. Electing a General Health Flexible Spending Account (FSA)

   a. Click on the enroll button under the plan and click on the Add button. The following screen will appear:

   b. Enter the amount you would like to contribute for the year. Click on the Add button, the system will return you to the initial enrollment screen where you may select another plan.

12. Electing the Health Savings Account (HSA)

   a. Click on the enroll button under the plan and click on the Add button. The following screen will appear:
b. Enter the amount you would like to contribute for the year. Click on the Add button, the system will return you to the initial enrollment screen where you may select another plan. Remember, you can only enrollment in the Health Saving Account, if you are enrolling in the High Deductible Medical Plan.

Please note: If you are enrolling in the High Deductible Medical plan for the first time, the system may not recognize your medical plan. Therefore, you will have to review and save your enrollment and go back into Open Enrolment option and select the Health Savings Account.

13. Electing Limited Purpose Health FSA
   a. Click on the enroll button under the plan and click on the Add button. The following screen will appear:

   b. Enter the amount you would like to contribute for the year. Remember, you must be enrolled in the High Deductible Health Plan to participant in this plan.
   c. Click on the Add button, the system will return you to the initial enrollment screen where you may select another plan.

   Please note: If you are enrolling in the High Deductible Medical plan for the first time, the system may not recognize your medical plan. Therefore, you will have to review and save your enrollment and go back into Open Enrolment option and select the Limited Purpose Health FSA.
When you are done selecting all of your benefits, you must click on the Review and Save button and then the Save & Complete button to finalize your selections.

You will receive a system message “Data saved successfully”. If you do not click on the Save & Complete button, your new elections will not be saved.

WE STRONGLY ENCOURAGE YOU TO PRINT AN OPEN ENROLLMENT CONFIRMATION FORM, IN ORDER TO INSURE THAT YOUR ELECTIONS ARE ENTERED CORRECTLY.