

The *Benefits* tab will display the benefits you are currently enrolled in as well as benefits selected during open enrollment that are pending HR approval.

1. During open enrollment, a green banner will notify you to enroll in benefits.
  - You will also get an alert in the *To-Do* section of your home screen.
  - Clicking the home screen alert or the green banner in the *Benefits* tab will take you to enroll in benefits.
2. View your current benefits.
3. See which benefits await HR approval.
4. Add and edit dependents with the icon and **+ add dependent/beneficiary**.

## BENEFITS ENROLLMENT

Click your home screen alert or the green notification from the *Benefits* tab to begin the benefits enrollment process.

### Step 1 – Welcome to Open Enrollment

1. Instructions from your employer will be displayed here. Read and continue with **Let's Get Started >**.

## Step 2 – Review Profile

2. Review your personal information and update if needed. Select **Family Members** > to continue.

## Step 3 – Family Members

3. Add or update any dependents and beneficiaries then choose **Select Benefits** > to continue to coverage selection.

## Step 4 – Select Benefits

1. As you select benefits, the total cost will be added here.
  - a. To compare with what you currently pay, choose the **show current election** link.
2. Select the plan for enrollment and then the coverage options desired. When enrollment for that plan has been completed, a green check will appear next to that plan.
  - b. Related plan documents are provided for review if needed.
3. Check the box next to the plan option you want. If your selected option includes dependents, you will be able to check applicable dependents.

Once your desired coverage options have been selected for each plan, you will be asked to review your selections.

### Step 5 – Confirm

1. If you need to make changes, choose the plan, make your changes and resubmit.
2. When you are satisfied with your enrollments, select the checkbox and electronically sign to confirm that you agree to the selected coverage.
3. Choose **Sign & Submit Enrollments**.

**Confirm** [Return To Previous Step](#)

1 Welcome — 2 Review Profile — 3 Family Members — 4 Select Benefits — 5 Confirm

Please review your selections. If you are happy with these choices, click the **Submit Enrollment** button below. If you need to make any changes, click **Previous Step** link above or click an enrollment below to return to that coverage type.

<input checked="" type="checkbox"/> <b>Medical (Blue Cross Blue Shield of LA)</b> Basic Medical - Employee + Spouse \$0.00 deductible Also Covered: ADRIENNE SCOTT	<b>\$96.92</b> per pay period (employer pays \$147.69 per pay period)
<input checked="" type="checkbox"/> <b>Dental (MetLife)</b> Standard Dental Plan - Employee + Spouse \$0.00 deductible Also Covered: ADRIENNE SCOTT	<b>\$17.08</b> per pay period (employer pays \$12.00 per pay period)

You must eSign to confirm your coverage selections before continuing

By checking this box I am confirming that I agree to the coverage I have selected above.

Signature: **Taylor Scott**  
Date: **07/26/2019 2:56 pm**  
IP Address: **66.112.46.178**  
Enter Last 4 of SSN:   
Enter password:

**Sign & Submit Enrollments**

<b>Totals</b>
<b>\$114.00</b> will be deducted per payroll.
Your employer will contribute <b>\$159.69</b> per payroll.

These benefits will now appear as *Pending Benefits* until they are committed by HR.