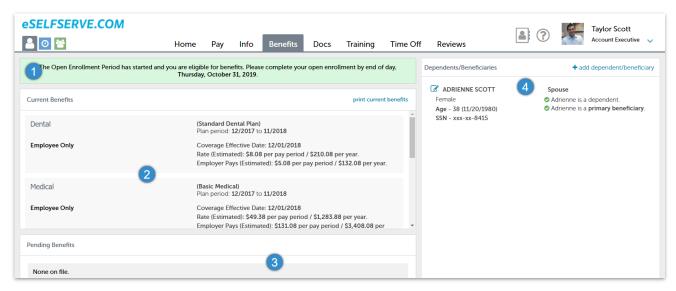
eSS Viewing & Enrolling in Benefits

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.

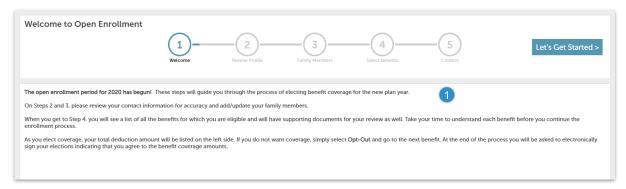


BENEFITS ENROLLMENT

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

<u>Step 1 - Welcome to Open Enrollment</u>

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

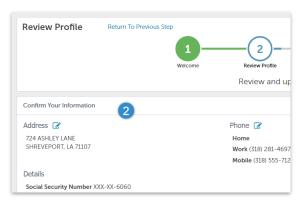


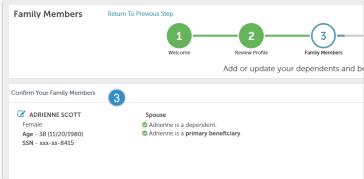
<u>Step 2 – Review Profile</u>

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

<u>Step 3 – Family Members</u>

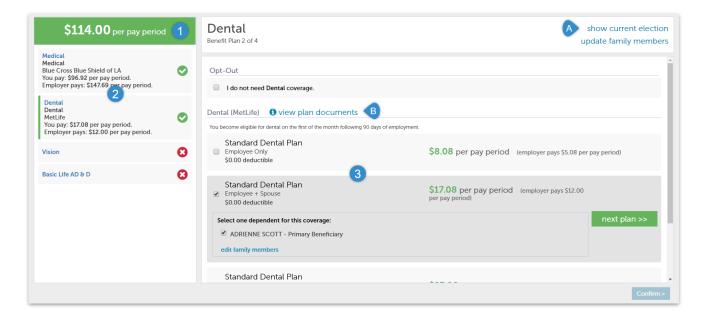
3. Add or update any dependents and beneficiaries then choose **Select Benefits** > to continue to coverage selection.





<u>Step 4 - Select Benefits</u>

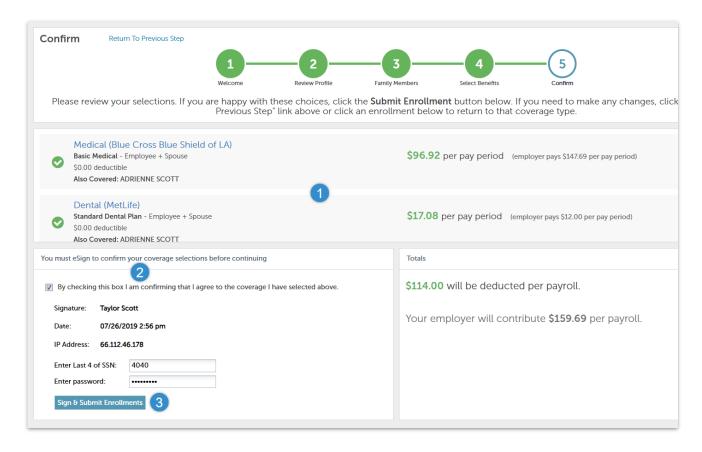
- 1. As you select benefits, the total cost will be added here.
 - a. To compare with what you currently pay, choose the **show current election** link.
- 2. Select the plan for enrollment and then the coverage options desired. When enrollment for that plan has been completed, a green check will appear 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.



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