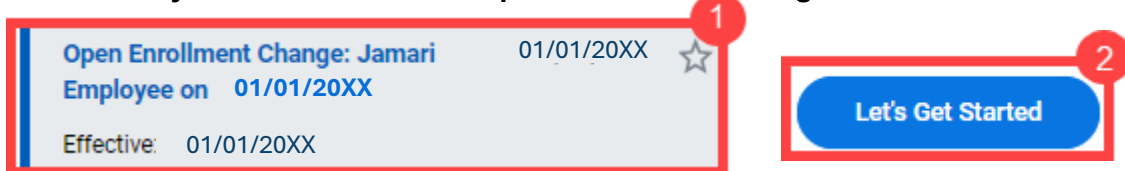


Change Benefits for Open Enrollment

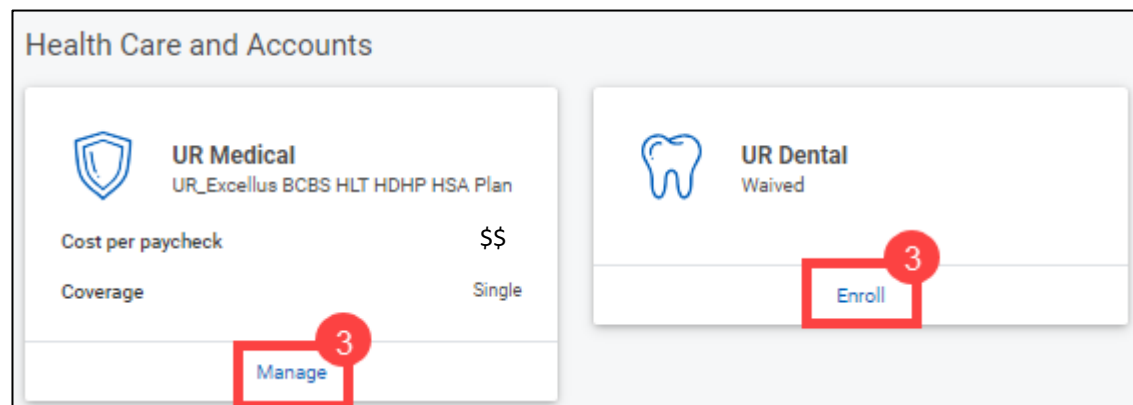
Employees may change their benefits during open enrollment. Once the Change Benefits for Open Enrollment task is completed, the benefit changes are reflected on the worker profile.

Initiate Change Benefits for Open Enrollment

1. Go to **My Tasks** and select the **Open Enrollment Change** task



2. Select **Let's Get Started**.
3. For each benefit coverage type, select **Enroll** or **Manage** to update benefit elections

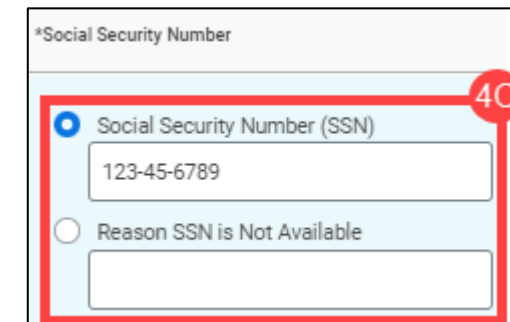


- A. Under **Plans Available**, choose **Select** or **Waive** for each benefit plan.
- B. Under **General Instructions**, read and follow relevant hyperlinks to confirm eligibility for any selected plan.
- C. Select **Confirm and Continue**.



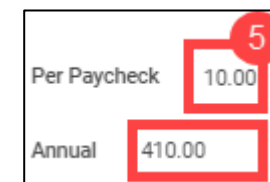
4. If you selected a new Health Care plan during step 3A, add or select an existing dependent under **Dependents**

- A. Select **Add New Dependent** to add a new dependent
- B. Select the checkbox to select an existing dependent.
- C. If the selected dependent does not have a Social Security Number, enter **Social Security Number (SSN)** or type in **Reason SSN is Not Available**
- D. Select **Save**

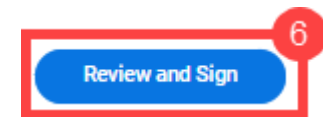


5. If you selected a new Spending Account or Health Saving Account during step 3A, enter the dollar amount in either the **Per Paycheck** or **Annual** field only.

- A. Select **Save**.



6. After updating all desired benefit coverage types, select **Review and Sign**.



7. Navigate to the **Electronic Signature** section
8. Select the checkbox next to **I Accept**.
9. Select **Submit**.



10. Optional: Select **View 20XX Benefits Statement** to view and print your submitted benefits enrollment.

- A. Please note that your first paycheck in the new plan year will reflect the new plan year's premium rates.

