



how to enroll in Medical, Dental & Vision

GUIDE TO ONLINE ENROLLMENT

OVERVIEW

The coverage effective date, the plans for which you are eligible, and the dependents who are eligible for enrollment will populate in the “Enroll Now” pages for medical, dental and vision. The employee and employer cost of coverage will update automatically based on the members covered.



INSTRUCTIONS

In the “**Members Covered**” area, add a in the box in front of the name of the dependent to add him/her to coverage. If a dependent’s check box is blank, that dependent will not be enrolled in that benefit.

Click “**Enroll**” to select a benefit plan and advance to the next screen. Note: If making a mid-year change due to a life event, you may be limited to continuing a plan in which you are currently enrolled.

If you do not want to enroll, select a waiver reason from the drop-down box and then click “**Waive this benefit**” to advance to the next screen.

Click “**Continue**” to advance to the next screen if you are not making any changes to an existing election.

Scroll to the bottom of any “**Enroll Now**” page and click “**Forms Library**” to access additional resources or benefits information.



The **Election Summary** deduction information on the right side of the screen will update based on your elections for the pay period indicated (From Your Pocket).

Note: An effective date of coverage may be in a future pay period.

Change Approval pop-up will appear if an administrator approval is required. The benefit election will be flagged as pending.

