

The purpose of this job aide is to guide with making any insurance/benefit changes during Open Enrollment. Please Note: You MUST make a selection for Medical Insurance. If no selection is made, you will automatically be assigned and you may forfeit Gym enrollment.

Open Enrollment Benefits Election

Step 1

- Open an Internet Browser
- Navigate to Employee Self-Service login
- Enter User ID (Employee ID i.e. E12345)
- Enter Password
- Select Sign In

If you have issues logging in, please contact The Help Desk at 505-768-2930.



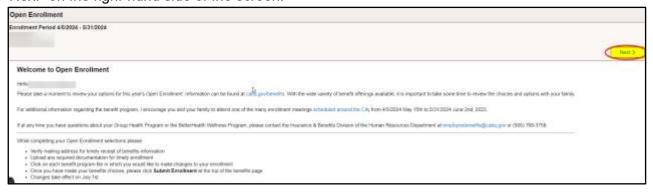
Step 2

- On the dashboard page, click the Open Enrollment tile
- There will be a countdown to Open Enrollment, once the countdown hits <u>zero</u> you will no longer be able to access Open Enrollment



Step 3

- On the next page, you'll be welcomed and provided <u>IMPORTANT</u> information about benefits as well as an Open Enrollment events schedule.
- Click "Next" on the right-hand side of the screen.

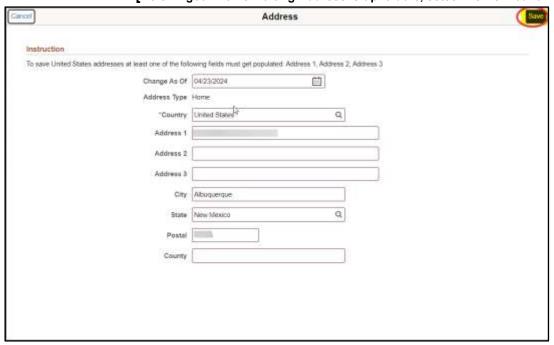




Open Enrollment Benefits Election

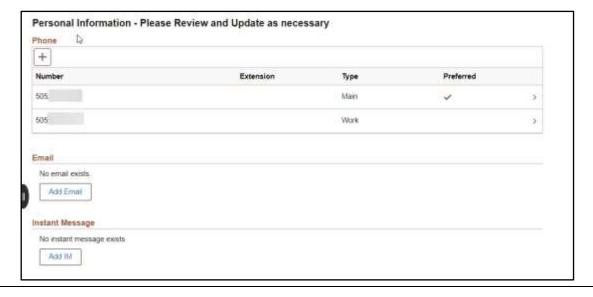
Step 4

• Review your Home/Mailing Address. If your Home/Mailing Address needs to be updated, please select the corresponding section(s) to be updated. The mailing address is used to send benefits information and provider cards. Once updated, select the save button on the top right of the pop-up page. Confirm your information is correct, click the Next button. [Note: If your Home/Mailing Address is up to date, select the Next button to skip this step.]



Step 5

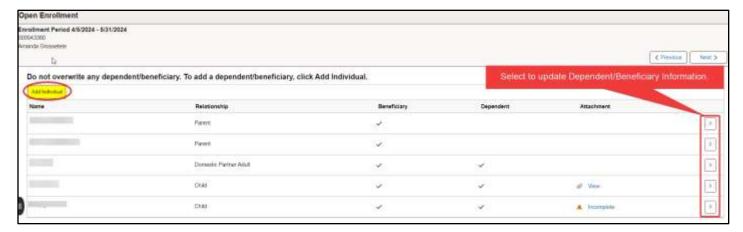
• Review your Contact Information. If your Contact Information needs to be updated, please select the phone number or email address to be updated. Once updated, select the save button on the top right of the pop-up page. Confirm your information is correct, click the Next button. [Note: If your Contact Information is up to date, select the Next button to skip this step.]





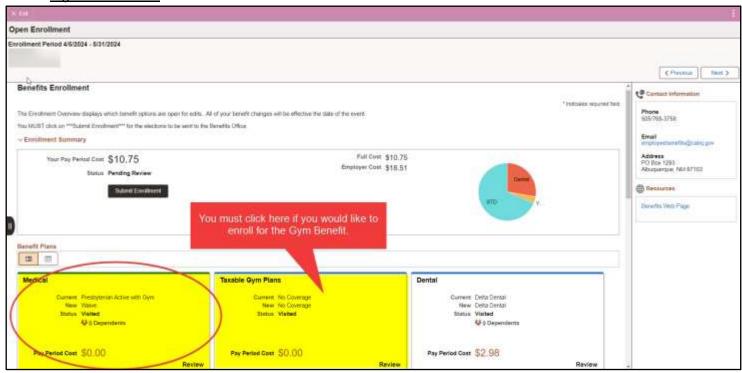
Step 6

Review your Dependent/Beneficiary information. <u>PLEASE DO NOT OVERRIDE INFORMATON WITH A DIFFERENT DEPENDENT</u>. If you need to <u>add</u> a Dependent/Beneficiary select the "Add Individual" button. Once done, click the Next button. [Note: You may update information by clicking on the arrow to the right of the individual's name.]



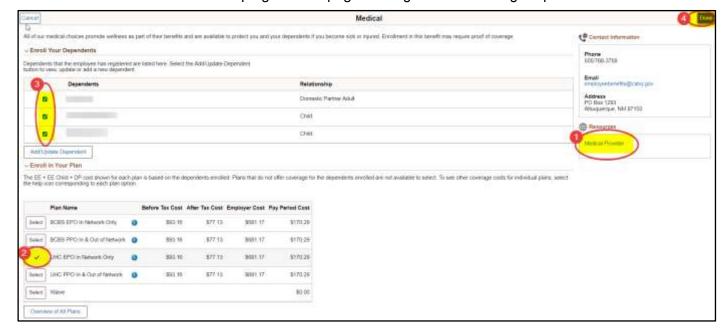
Step 7

 Next, you'll be taken to the Benefits Enrollment page. IMPORTANT: You MUST select an option for your Medical Plan. If you do not make a selection, you will automatically be assigned. You must also select the "Taxable Gym Plans" if you would like to add the Gym Benefit. Medical Plan Enrollment is required for Gym enrollment.





- Take time to review all of your current benefits by visiting the individual Benefit Plan Boxes.
- If you would like to change or waive any benefit, select the box to update. This will open a new screen where you will be able to make changes.
 - While making your decision you may select the "Medical Provider" link to the right of the page.
 - 2. Once you've made your decision, click "Select" next to the plan you have decided to elect. If you choose to waive the benefit, click Select next to Waive.
 - 3. If adding Dependents click the box next to each Dependent you wish to enroll.
 - 4. Select "Done" at the top right of the page when you've selected your plan.



Once **ALL** benefit selections are made and are correct, you may finish your election by selecting the "Submit Enrollment" button for completion. Select the "Next" button.

IMPOTANT REMINDERS:

- If you would like to keep your Flex Spending, this does have to be re-elected.
- If you are increasing your Voluntary Life and/or are adding a new dependent to this benefit, an Evidence of Insurability may be required.

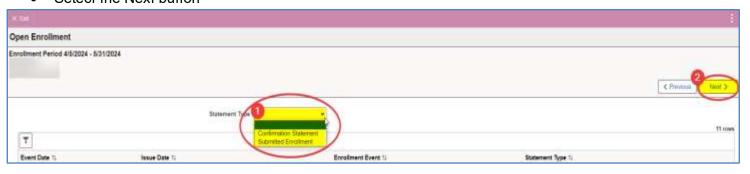




Open Enrollment Benefits Election

Step 8

- The Benefits Statement drop down will allow you to review your Confirmation Statements and Submitted Enrollments.
- Each individual event will show specifics on your elections when selected and will allow you to print the information.
- Select the Next button



Step 9

• Once at the Summary Page, you have completed your Open Enrollment event. If you need to go back to any portion, select the "Previous" button.

NOTE: The Summary page will also provide you with a timeframe as to how long you may return to the event and make any updates.

