Navigating Open Enrollment 2021

To initiate the open enrollment process, all employees must access their self-service portal and complete the Open Enrollment Survey. This survey is accessed through the following steps:

1. Log in to your self-service portal. If you are unable to access your self-service portal, please contact the ITS HelpDesk at x4357 to reset your password.
2. Select the Employee tab
3. Select the link Benefits and Deductions

4. Select Open Enrollment 2021

Review the 2020 Rates and your Current Benefit Elections. A grid will appear that will display the elections from 2020.
5. If you wish to elect new coverage, click **Make 2021 Choices** to begin your benefit selection at the bottom of the page.

6. Clicking the **Make 2021 Choices** button will begin a series of questions for each benefit category. For each plan, you will have the option to keep your deductions as they are or, start, stop, or change the deduction. You will then be able to select new plans and coverage options.
Your selection is not complete until you click on the Submit button for each category. This will accept your changes and move you through the process to the next benefit category. The Cancel button will clear your selection for this benefit category, so that you may choose again.

If you are making changes to your elections, you should expect a follow-up email for more information regarding those changes, particularly if you are adding or removing spouses and dependents.

7. When you have completed the list of elections, you will be returned to the main page of the Open Enrollment screen. The grid you saw at the beginning will now display your 2020 and 2021 elections.

If HRD does not receive all open enrollment elections, current CY 2020 medical, dental, vision and/or optional life insurance elections will automatically be defaulted for CY 2021. This cannot be revoked or changed during the plan year, unless there is a qualifying event as defined by IRS regulations such as marriage, divorce, birth or adoption of child, or termination of coverage under a spouse’s plan.
Notice that your 2021 choices are blue text in the right hand column. You can click on this blue text at any time to adjust your selections.

8. When you are satisfied with your choices, please read the authorization and disclaimer notification at the bottom of the page before clicking the button marked **Complete**.

9. After you hit the **Complete** button, everything you have chosen will apply directly to the system and your choices will be considered final. If any changes need to be made, you will have to reopen your open enrollment by using the **Reopen Enrollment** button. This will take you through the whole questionnaire again, and will not retain any of the answers you previously selected. You have until November 30th to make your final choices.