



## My Open Enrollment Navigation Instructions

**Step 1** – Click on the **MyHR** Link

**Step 2** – Type in your **User ID** and **Password**

**Step 3** – Click on the **Employee** tab (located beside the Home tab)

**Step 4** – Locate the **My Open Enrollment** pagelet. This should be the pagelet at the top of the far right column.

**Step 5** – Click on the Open Enrollment link listed in the My Open Enrollment pagelet under Step 1.

**Step 6** - Read the opening information on the **Benefits Enrollment** page. When you are ready to begin your Open Enrollment selections, click on the **Select** button under the **Open Benefits Event** banner.

**Step 7** – Please read through the opening information. Scroll down to the **Enrollment Summary and Premiums** banner to find the different benefit plans that are Open Enrollment eligible. **If you wish to make a change to your existing plan or coverage for a particular plan, click on the Edit button.** If you do not want to make any changes in your benefit choices for 2009 (and do not wish to elect FSA Accounts), please click on the **I Have No Changes** button at the bottom of the page.

### PLEASE NOTE:

**Medical Plan** – Anyone that has elected **WellChoice Plan** as their medical plan must sign a **Commitment Statement** to join this plan and return it to HR by November 5, 2008. This form is in your Open Enrollment package, under the reference section of the Open Enrollment pagelet, and also can be obtained from HR Department.

**Flexible Spending Accounts** - You must re-enroll in the FSA accounts for Health Care and Dependent Day Care on an annual basis. If you do not make a selection, you will not have deductions for participation in either account in 2009.

**Step 8** – Once all your elections have been completed please remember to click on the **Submit** button to complete your enrollment elections.