Open Enrollment

Open Enrollment is an annual event during which you may elect or make changes to your medical insurance, dental insurance, life insurance, flexible spending accounts and optional eyewear plan for the upcoming plan year.

At this time, employees should review their benefit elections and educate themselves on the open enrollment process and any plan changes.

Open Enrollment Webcast Event:
Monday, November 4, 2020 beginning at 9:00 a.m.
URL: https://connect.extension.iastate.edu/benefits

More information can be found on the Open Enrollment Period webpage.

Effective Dates for Changes Made During Open Enrollment Period:
January 1 – medical/prescription drug, dental insurance, eyewear plan, health care flexible spending account or dependent care assistance program
January 1 or upon Principal approval – life insurance
Before you start, you may wish to review your current benefit elections:

- To review your current elections, Click on the Benefits icon from your Home screen
- Click on View Benefit Elections
- The system will display a summary of all the Benefit plans in which you are currently enrolled as of *today’s date (*system date)
- To return the Home Screen, Click the ISU icon in the top left corner
Open Enrollment Steps:

• On your landing page, in the center of the screen under the **Announcements** section, click to read the 2021 Open Enrollment Welcome message & instructions
• Once reviewed, click hyperlink **Benefits Open Enrollment**. You can also launch your open enrollment event through your Inbox
HCM: Electing or Changing Benefits During Open Enrollment

Steps:

• The link or Inbox task will bring you to your 2021 Enrollment Event
• Click the Let’s Get Started button to begin or review your enrollment

Change Benefits for Open Enrollment
3 day(s) ago - Effective 01/01/2021

2021 Open Enrollment - All Monthly Employees 11/2/2020-11/20/2020

Choose new plans or re-enroll in the plans you currently have.

Let’s Get Started
**Steps:**

- You will see a summary of all the Benefit Plans in which you are **Eligible**
- All of the plans have been grouped together by Coverage Type:
  - **Health Care and Accounts (Medical, Dental, Vision & FSA)**
  - **Insurance (Life & Disability)**

### Health Care and Accounts

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Waived</td>
</tr>
<tr>
<td>Dental</td>
<td>Waived</td>
</tr>
<tr>
<td>Eyewear Discount Program</td>
<td>Waived</td>
</tr>
<tr>
<td>Health Care Spending Account</td>
<td>Waived</td>
</tr>
<tr>
<td>Dependent Care Assistance Program</td>
<td>Waived</td>
</tr>
</tbody>
</table>

### Insurance

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Term Life Basic Life and AD&amp;D Insurance</td>
<td>Waived</td>
</tr>
<tr>
<td>Voluntary Term Life and AD&amp;D Insurance</td>
<td>Waived</td>
</tr>
<tr>
<td>Dependent Term Life Insurance</td>
<td>Waived</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>Waived</td>
</tr>
</tbody>
</table>
HCM: Electing or Changing Benefits During Open Enrollment

Steps:

- Under each section or tile, you have the option to either MANAGE or ENROLL
  - **MANAGE** - This means you are currently participating in that benefit plan & have the option to make changes at this time. For example, this is how you would add or remove dependents.
  - **ENROLL** - This means you are **NOT** currently participating in that benefit plan & have previously Waived coverage. You now have the option to *Enroll at this time without a qualifying Life Event such as Marriage or Birth of a Child

*Note – Certain Life & Disability plans will require proof of good health if previously waived & ALL FSA (Medical & DCAP) plans will require a new election for each Benefit Plan Year*
Steps:

- After selecting Manage or Enroll, the section will open to display the Plans Available for that coverage type.
- Additional instructions will appear on-screen with helpful information and or links.
- As you make your elections, a *projected* total cost per pay check will accumulate in the top right corner.

- Click the **Confirm and Continue** button.
- For any plans that require Dependent information, the screen will display that dependent information next.
HCM: Electing or Changing Benefits During Open Enrollment

Steps:

• After you Click the **Save** button for each of your elections, you will receive the following confirmation message at the top of the screen:

  Your Medical changes have been updated, but not submitted
  
  Next steps: Update another plan, or click Review and Sign once you’re ready to submit your changes.

• Once you have made all of your election changes, Click the **Review and Sign** button at the bottom of the screen.

• You **MUST** click the final **Submit** button to finalize your elections.

Important Notes:

• You can submit elections as many times as you want up until the 5PM 11/20 deadline.
• The last changes **submitted** by the deadline will be final.
• **Health Care Spending Account & Dependent Care Assistance Program** elections will **NOT** carry over from one year to the next. You **must elect each year** within Open Enrollment.
Steps:

- The View Summary screen will appear with a summary of all of your 2021 Benefit Plan Elections. If everything is correct, Click the Submit button.
Steps:

- The Submitted screen will appear to indicate that your elections have been submitted and your enrollment is complete.
- You may then click on the “View 2021 Benefits Statement” to print a copy of your 2021 elections.

**Important Dates:**

- Benefits go into effect: 01/01/2021
- Final day to update benefits: 11/20/2020

View 2021 Benefits Statement
If changes are needed:

1. If you need to make changes after submitting your Open Enrollment event, you can go back into it through the Benefits Worklet through 5 pm on 11/20/2020.
2. Click Change Open Enrollment. Go through the steps from Slide 5 again, making sure that you Submit all final changes.