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.

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

Open Enrollment Webcast Event:
Wednesday, November 3, 2021 beginning at 9:00 a.m.
(A link to join the event can be found on the Open Enrollment webpage above.)

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 in 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 2022 Open Enrollment Welcome message & instructions
- Once reviewed, click hyperlink **Benefits Open Enrollment**. You can also launch your open enrollment event through your Inbox
The link or Inbox task will bring you to your 2022 Enrollment Event
Click the Let’s Get Started button to begin or review your enrollment
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)
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, switch from one plan to another, or update a Primary Care Provider ID.
  - **ENROLL** - This means you are NOT currently participating in that benefit plan & have previously **Waived** coverage. *(Except Healthcare Spending Account and Dependent Care Assistance Program which will reset each year to waive even if you participated before.)* 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*
HCM: Electing or Changing Benefits During Open Enrollment

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

If you do not currently have a plan selected, click Select next to the plan
• Click the Confirm and Continue button
• For any plans that require Dependent information, the screen will display that dependent information next
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

  ![Confirmation Message]

  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 11/19 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.
HCM: Electing or Changing Benefits During Open Enrollment

Steps:
• The View Summary screen will appear with a summary of all of your 2022 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!
• You may then click on the “View 2022 Benefits Statement” to print a copy of your 2022 elections.
HCM: Electing or Changing Benefits During Open Enrollment

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 11/19/2021.
2. Click Change Open Enrollment. Go through the steps from Slide 4 again, making sure that you Submit all final changes.