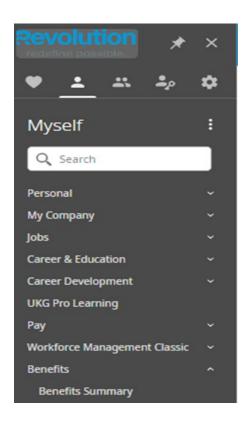
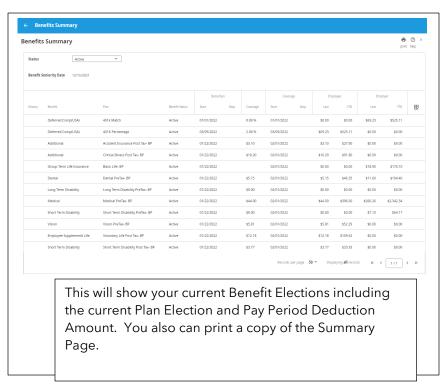


### Elect Open Enrollment Benefit Plans:

Open Enrollment refers to the period during which you can in enroll in a benefit plan or change your current benefit plan options. Before starting the open enrollment process, be sure to review your Current Benefits Summary, as well as your dependent information and your demographic information.

#### Menu> Myself> Benefits>Benefits Summary

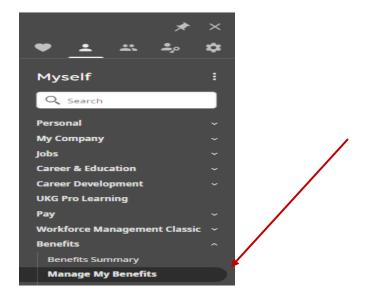




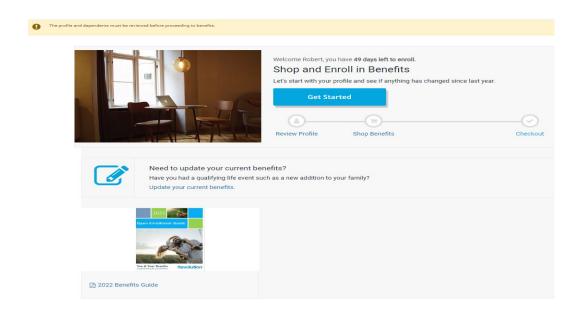


## redefine possible. Employee Open Enrollment Elections

After reviewing your current benefit elections, proceed with selecting the "Manage My Benefits" page.

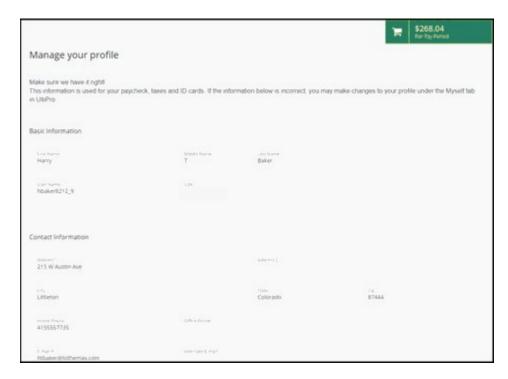


The Annual Enrollment election page will appear. For ease and convenience, the Benefits Guide is accessible from this page.

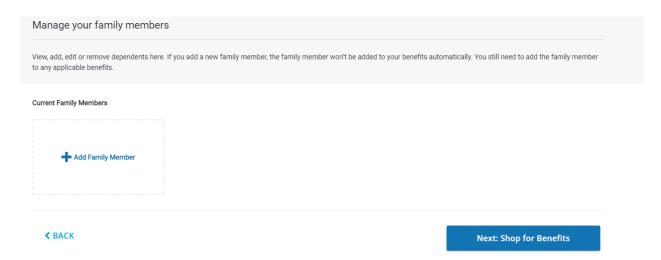




### Ensure personal information is accurate:



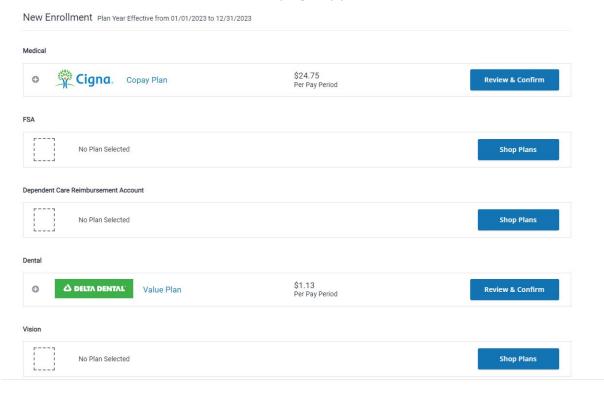
Next ensure Family information is correct and add to or delete, when selecting in each benefit be sure to check or uncheck dependents based on whether you want them covered or not.





Next: Shop for Benefits.

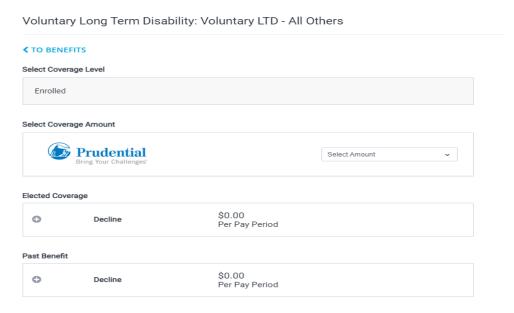
The New Enrollment Benefit Elections page appears:





In the **New Enrollment** section, select the **Review & Confirm** button for each of the benefit plans available to you (for example, Medical, Dental, Vision), as applicable. The **Shop for Plan** page appears. \*\*\*Very important\*\*\* VSP is a new vendor for Vision so you must select a new plan if you want to continue vision coverage.

In each benefit you can see your previous plan and also compare by clicking on the box next to compare:



- Additional information for the selected benefit type appears. Select View
  More to expand the information. Additional Content, when available, provides additional general information.
- We have also added links for more details about voluntary policies like Critical Illness, Accidental & Hospital Indemnity- be sure to review this section on each benefit.



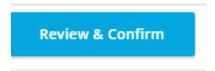
redefine possible. Employee Open Enrollment Elections

Additional Content (1):	
☐ FAQ Critical Illness	

When electing LTD or STD, you will be required to complete an EOI:



Once you have confirmed and reviewed all your coverage, you will see a button on the bottom of the page:



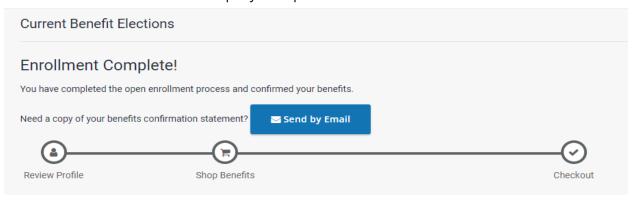
Confirm elections:



Email copy of enrollment to you remail or you can always access through MyBenefits.



# redefine possible. Employee Open Enrollment Elections



You can go and make changes to your benefit selections up until 11/14/22.