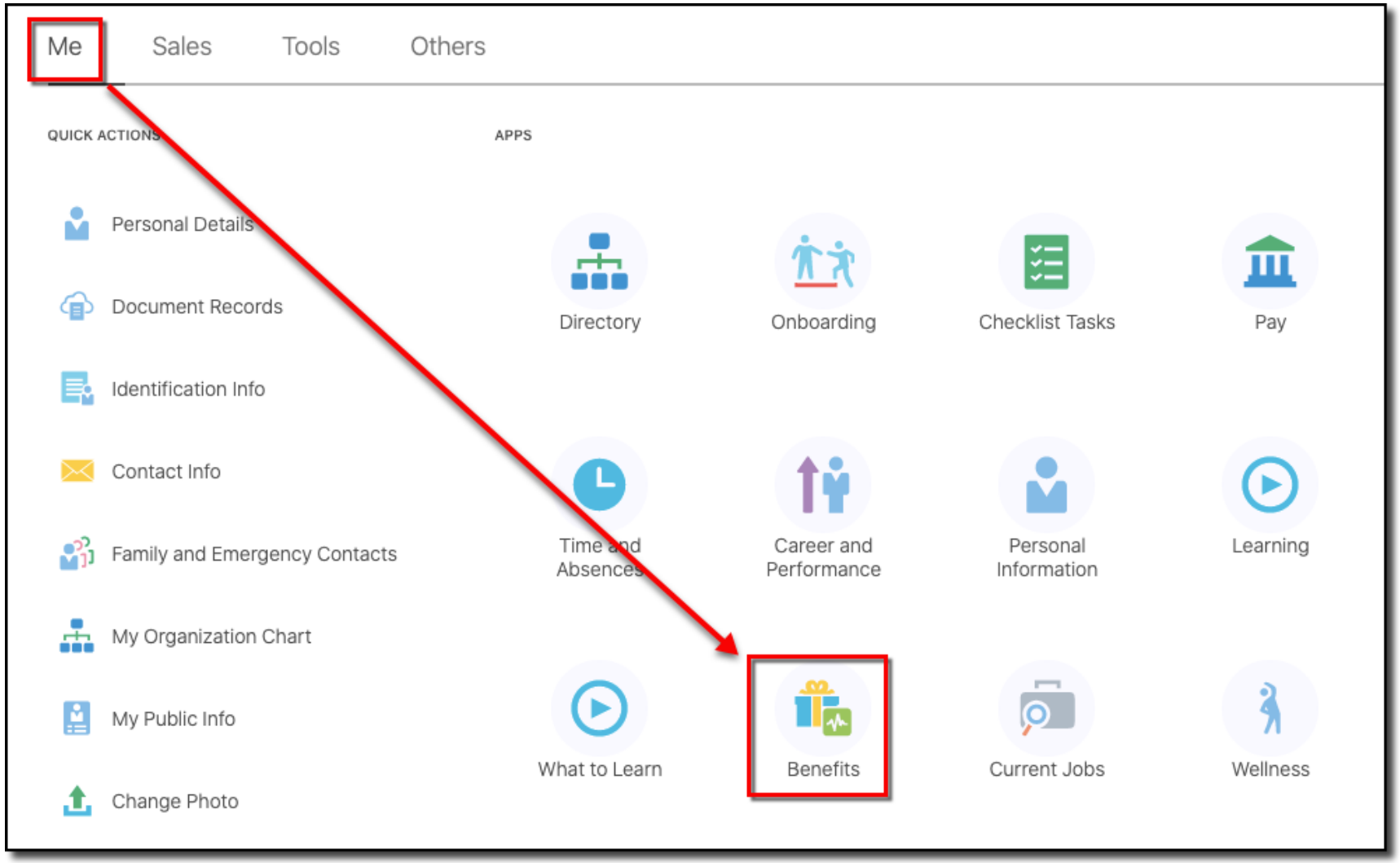
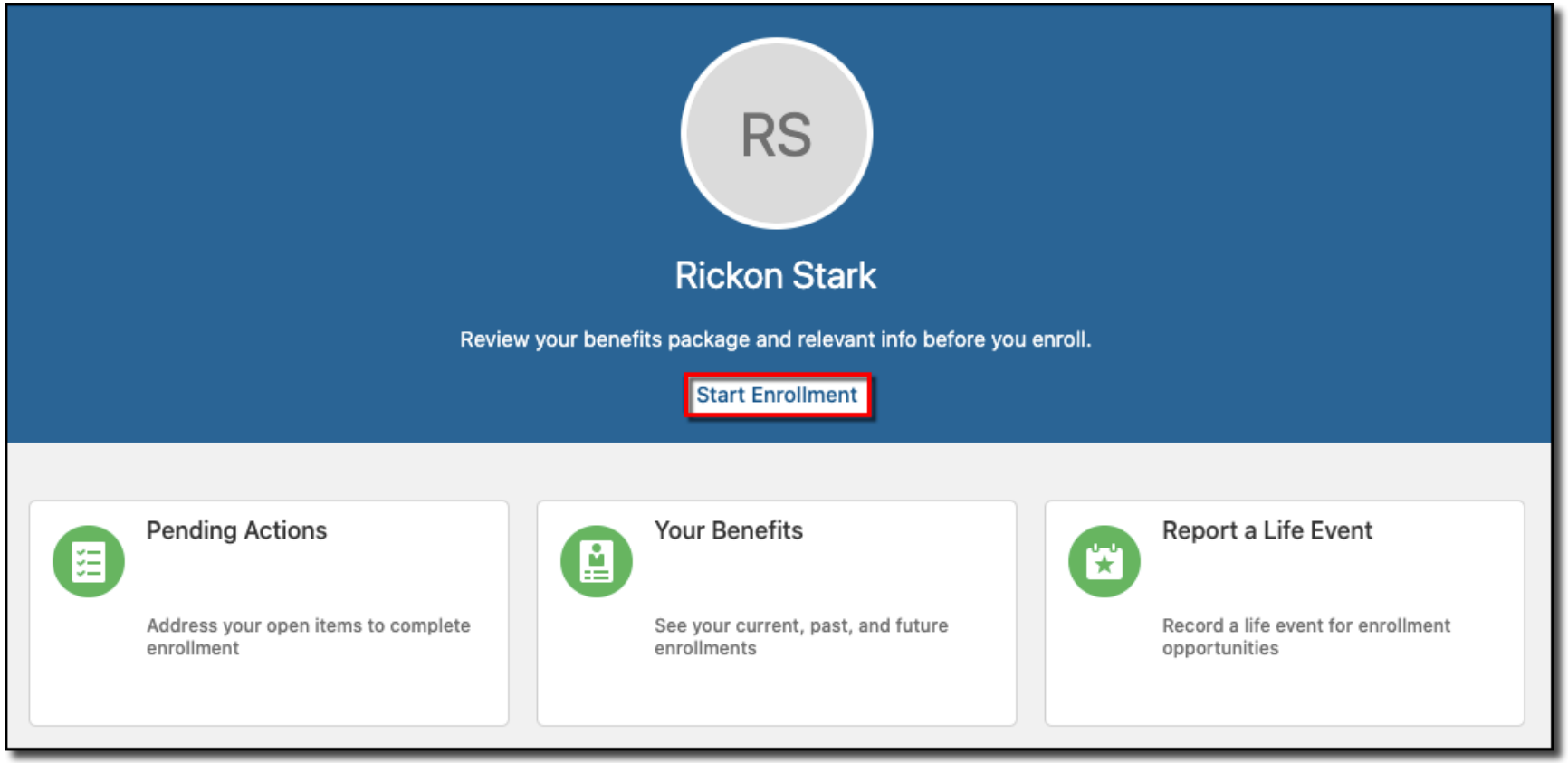
ESS – Enrolling in Benefits (Open Enrollment)

1. Select **Me** to display your employee functions
2. Click **Benefits**



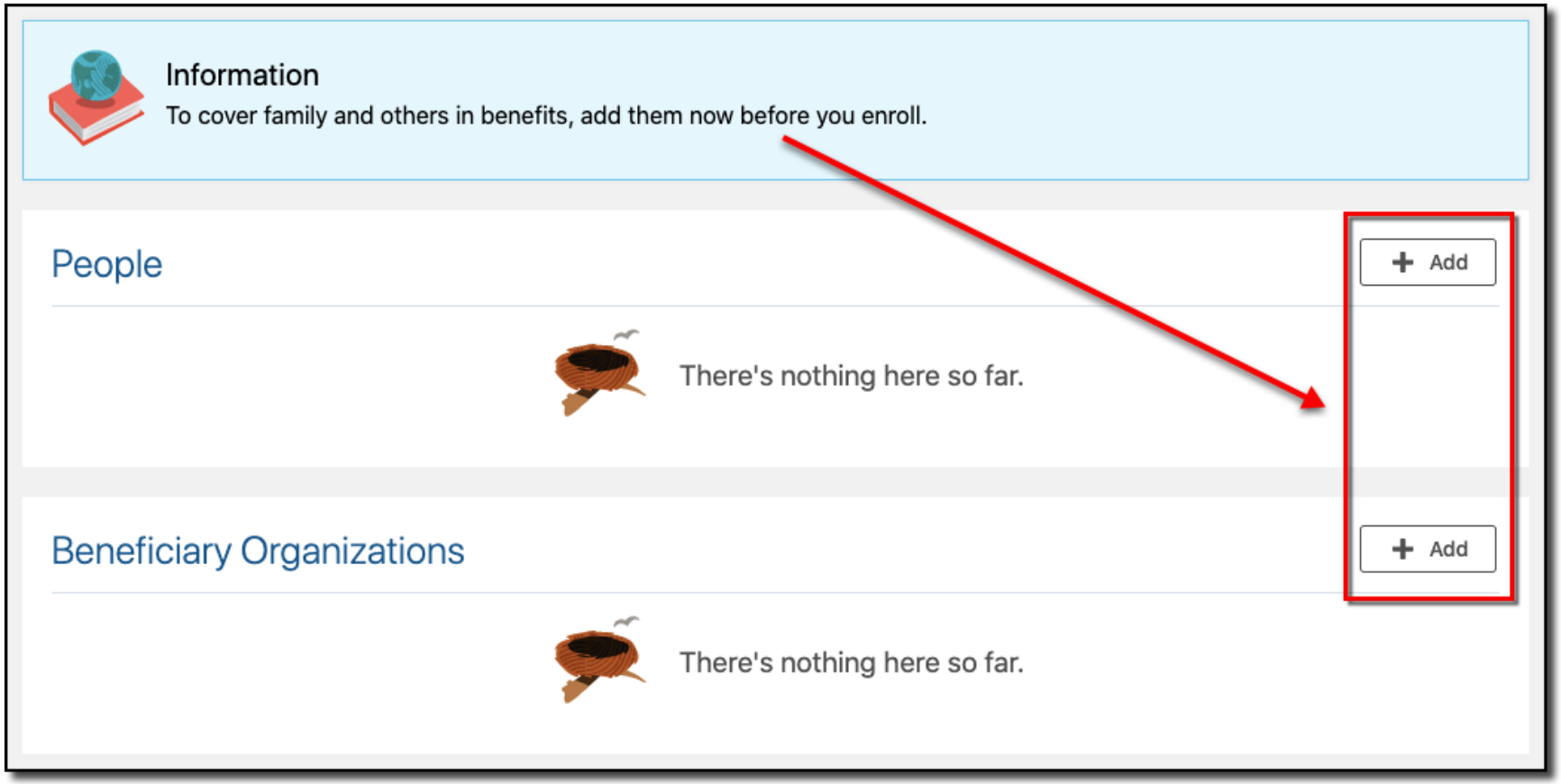
ESS – Enrolling in Benefits (Open Enrollment)

3. To initiate your benefit selections as a new employee or for open enrollment, click **Start Enrollment**



ESS – Enrolling in Benefits (Open Enrollment)

4. Before making your selections, click **Add** to enter your dependents and/or beneficiaries or a beneficiary organization



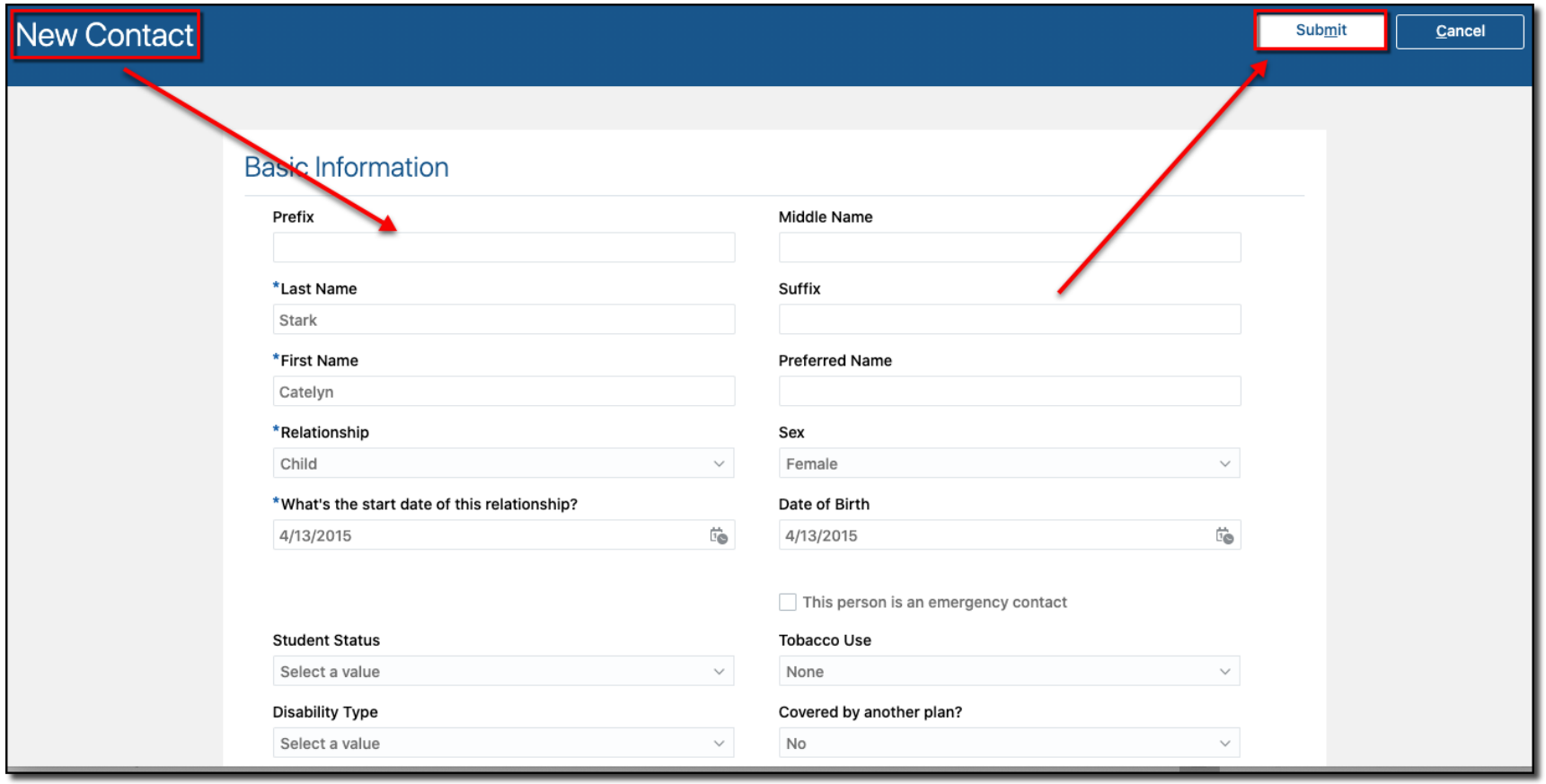
ESS – Enrolling in Benefits (Open Enrollment)

5. To add a person, enter the person's information

Note: Required fields are indicated with a blue asterisk

6. Be sure to enter details for all sections on the page

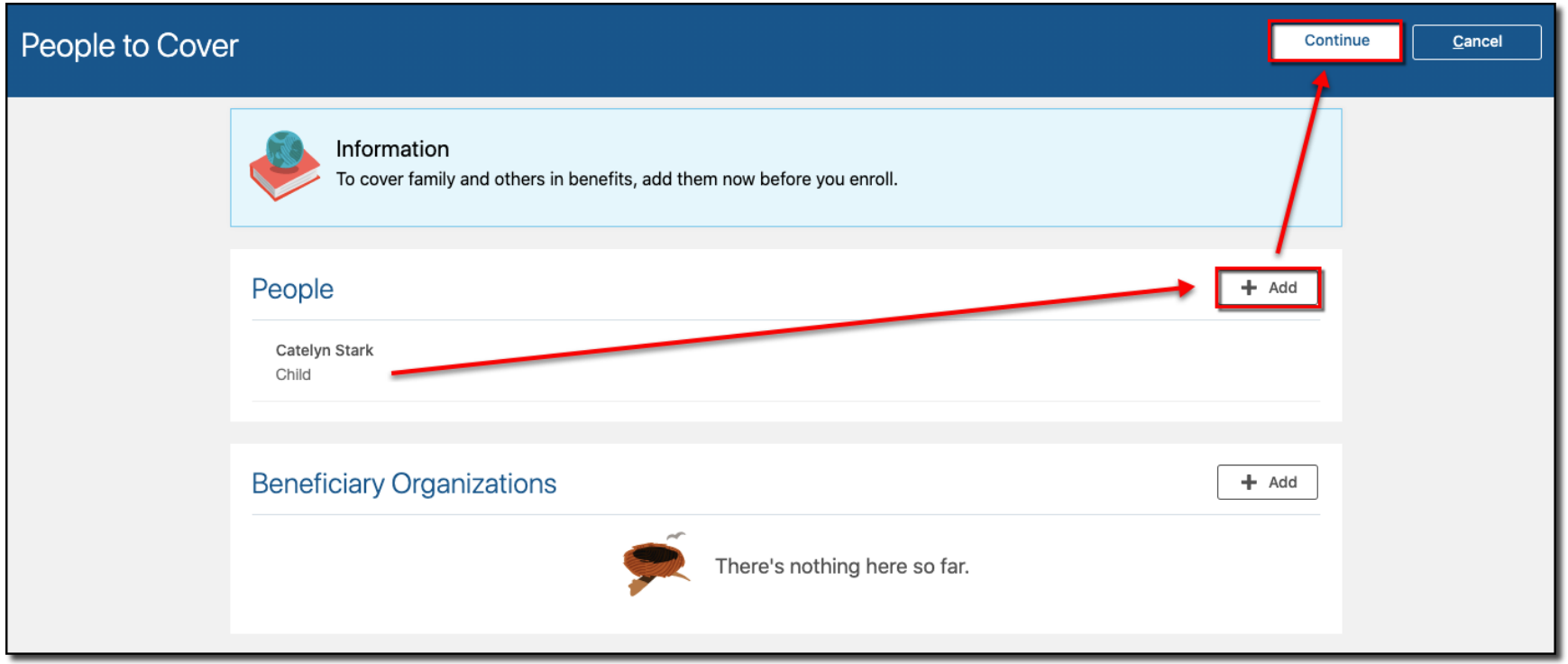
7. When finished, click **Submit**



ESS – Enrolling in Benefits (Open Enrollment)

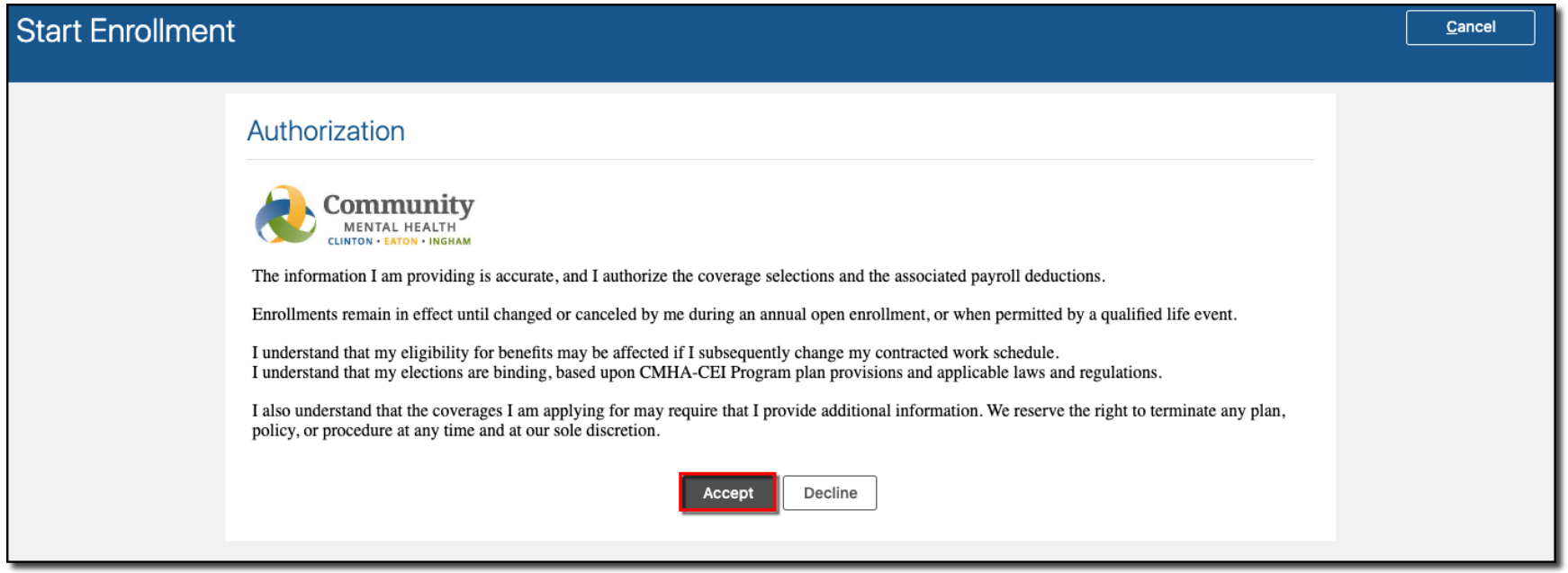
8. If applicable, click **Add** again to enter additional people to cover

9. When finished, click **Continue**



ESS – Enrolling in Benefits (Open Enrollment)

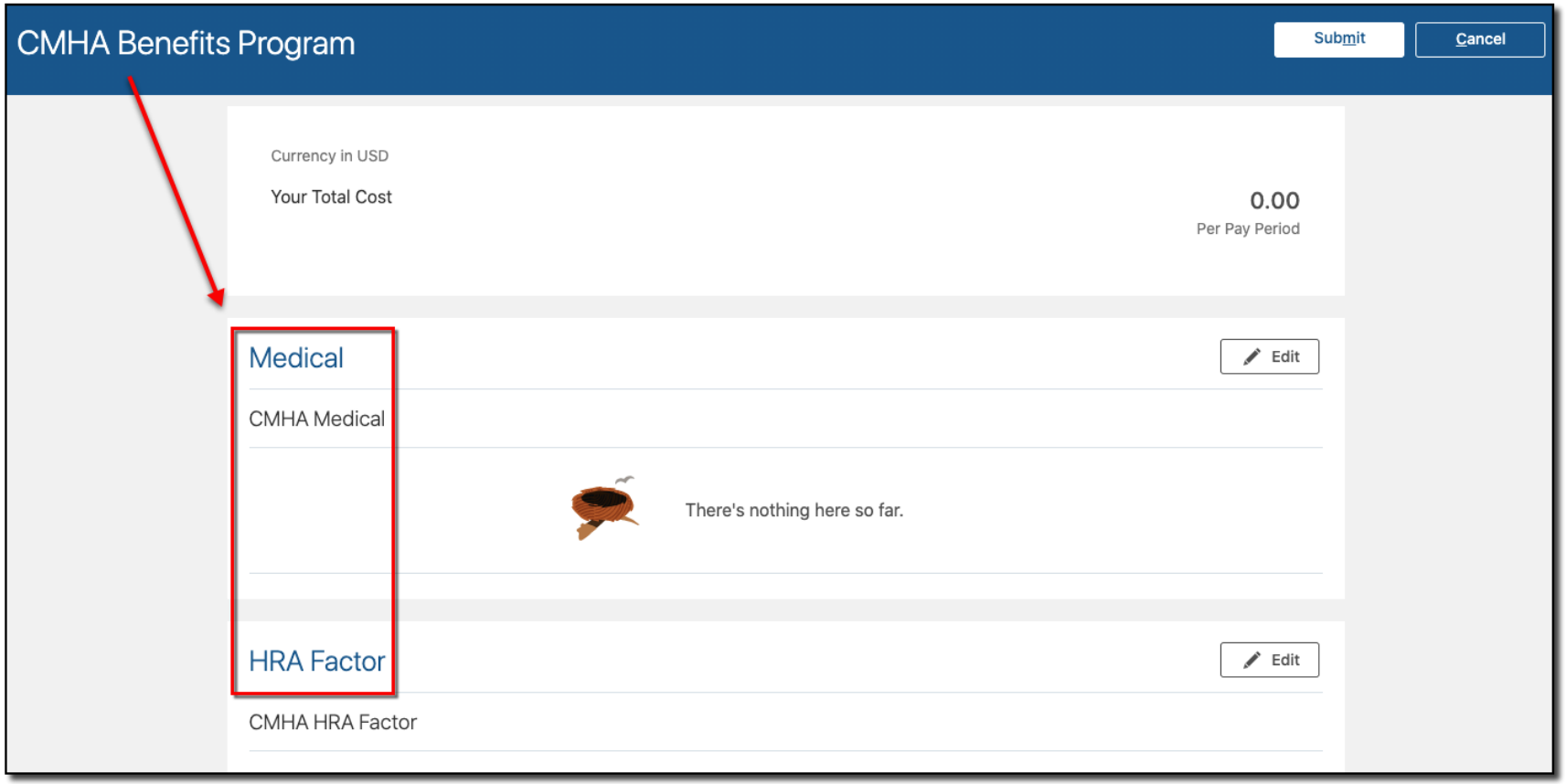
10. Read the **Authorization** statement and click **Accept** to continue



ESS – Enrolling in Benefits (Open Enrollment)

Note: Each benefit plan that you are eligible for will be displayed on the **Benefits Program** page

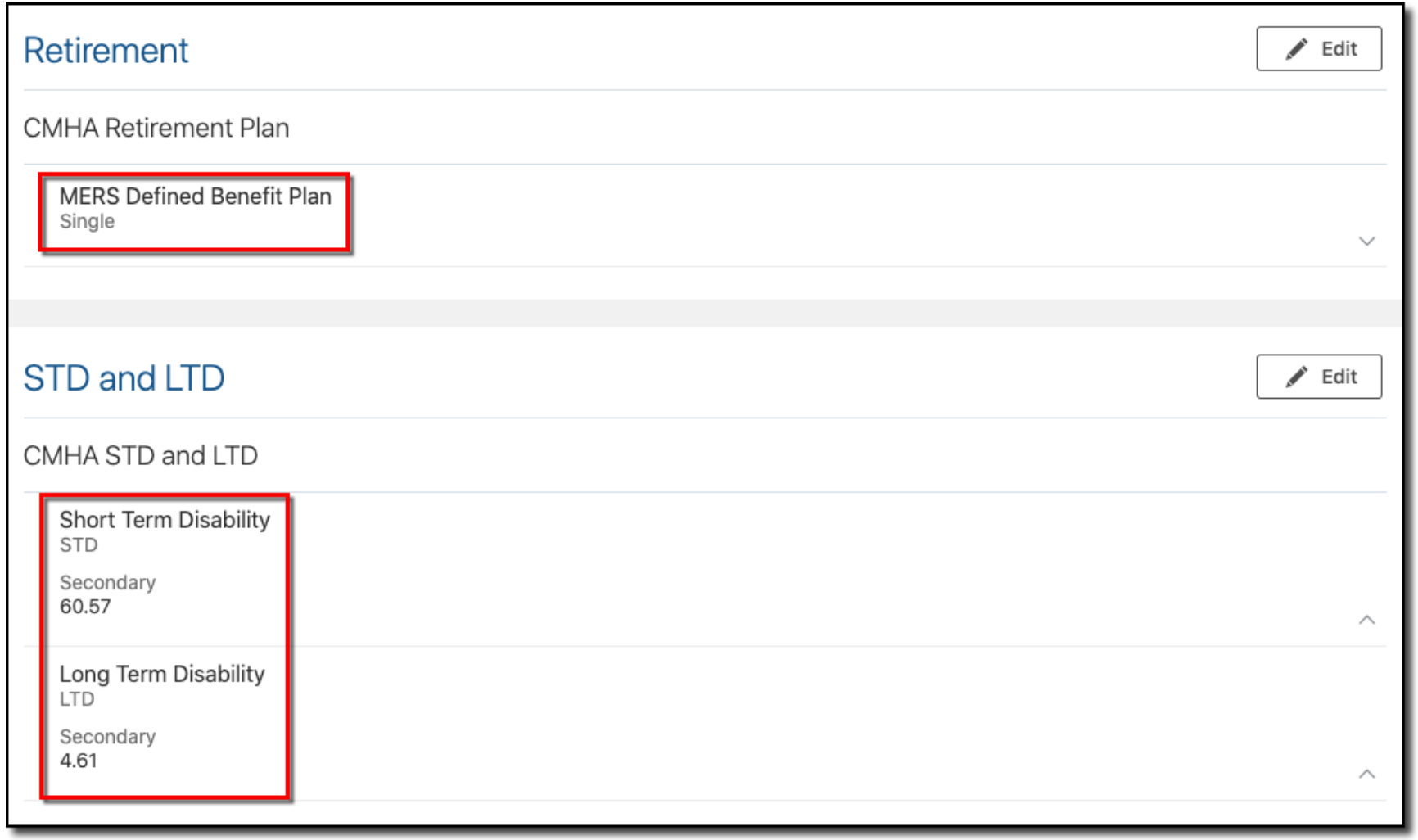
Note: Even if the plans change or are different than what you see in this job aid, the steps to complete the enrollment remain the same



ESS – Enrolling in Benefits (Open Enrollment)

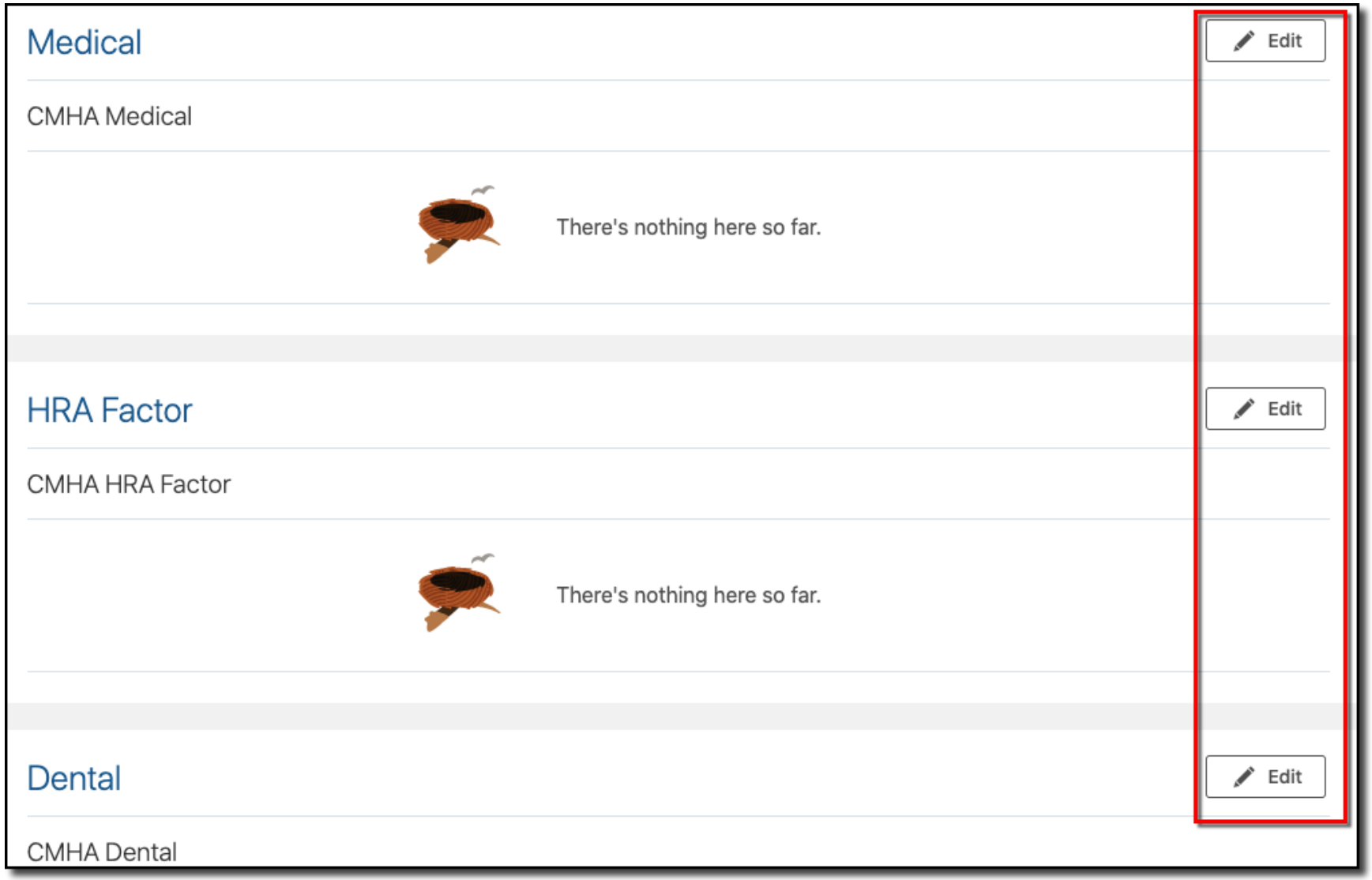
Note: Connect automatically enrolls employees into certain plans such as MERS, Short-Term Disability, and Long-Term Disability

Note: Even if you see the Edit button for these plans, you are not able to enter any selections



ESS – Enrolling in Benefits (Open Enrollment)

11. Click **Edit** to enter the details for each of the plans that require a selection

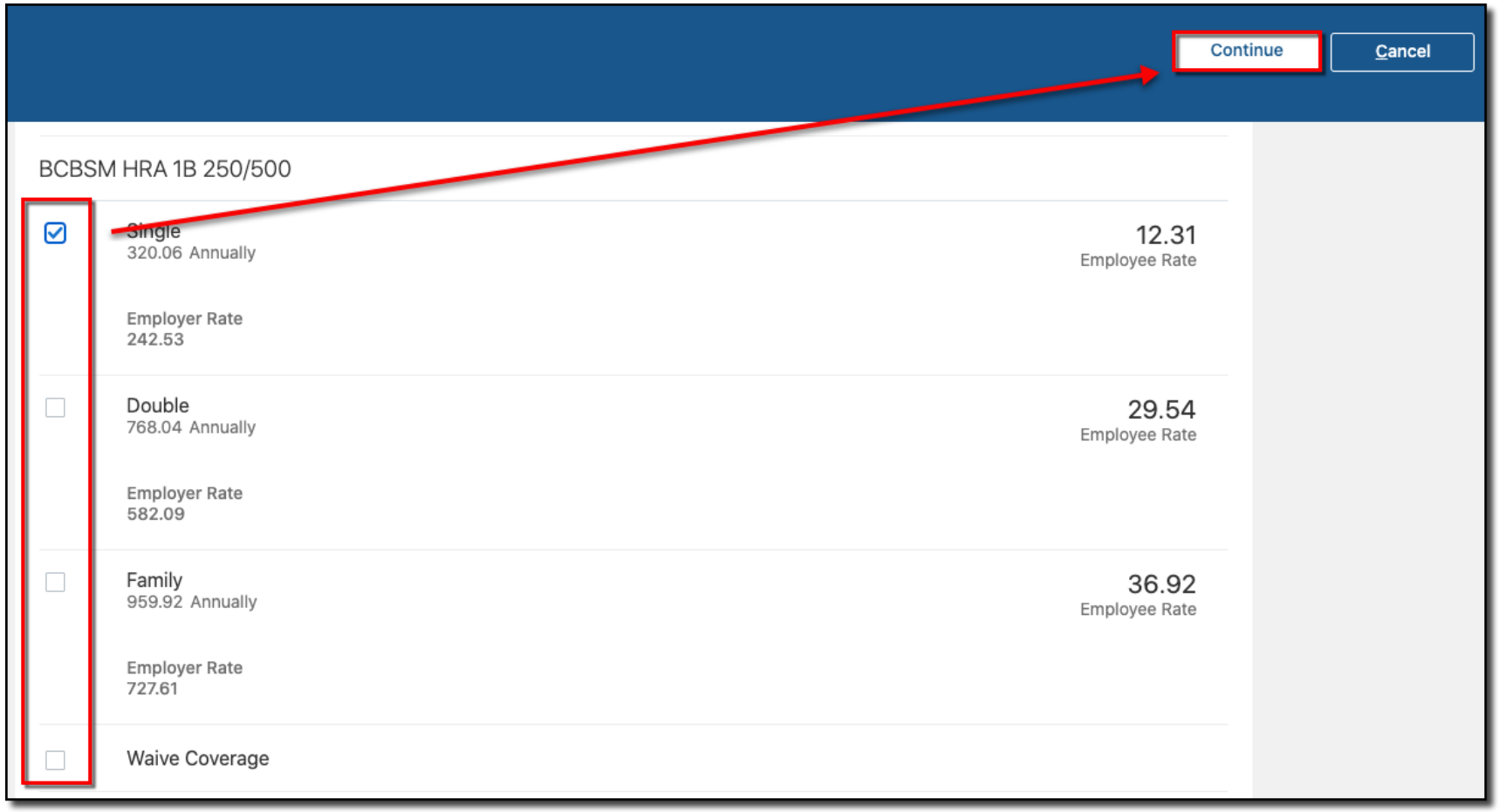


ESS – Enrolling in Benefits (Open Enrollment)

12. Make your **selection** or waive coverage for each plan option

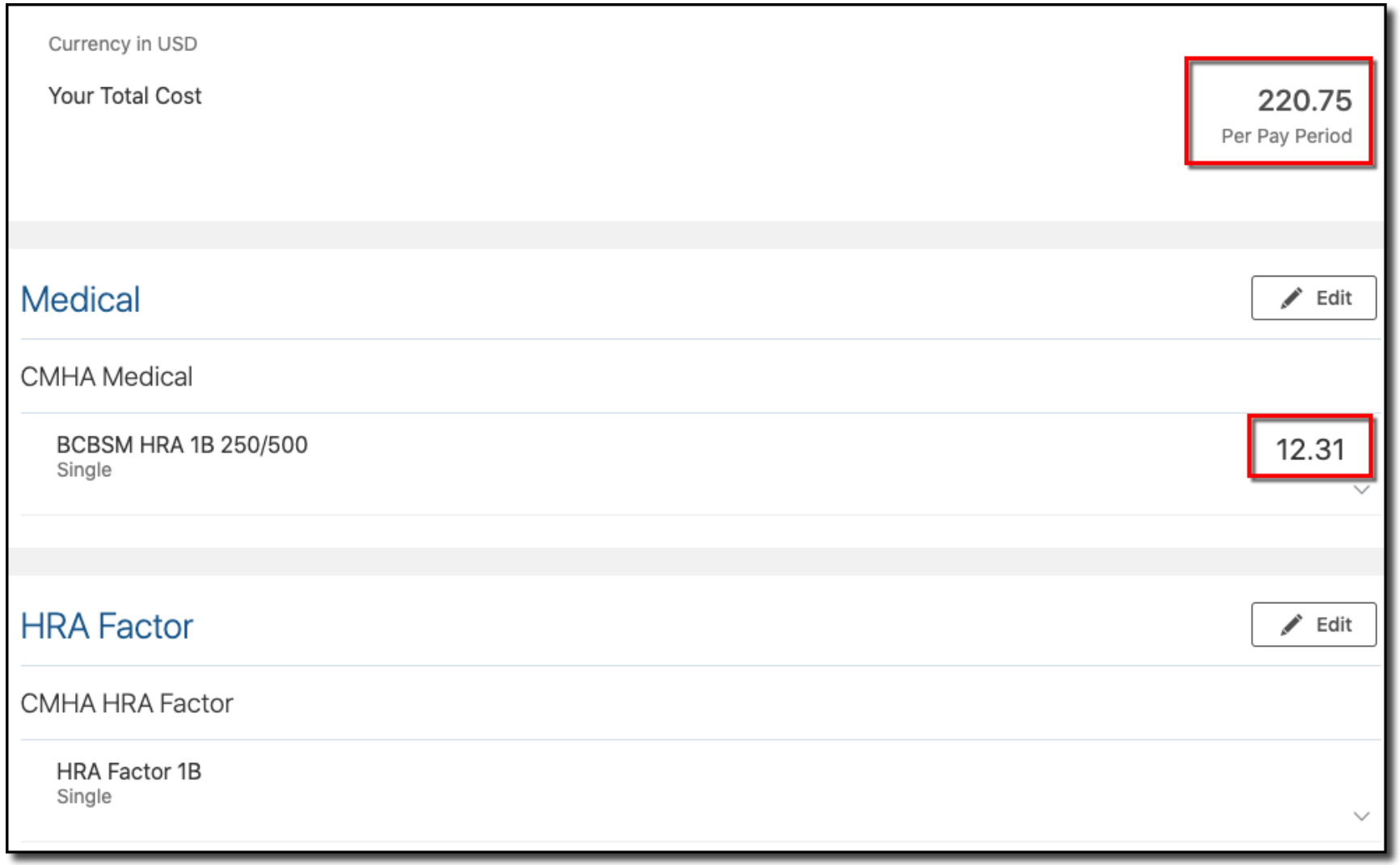
Note: When selecting Double or Family, Connect will require you to enter your dependents or beneficiaries for the selected offerings

13. When finished, click **Continue**



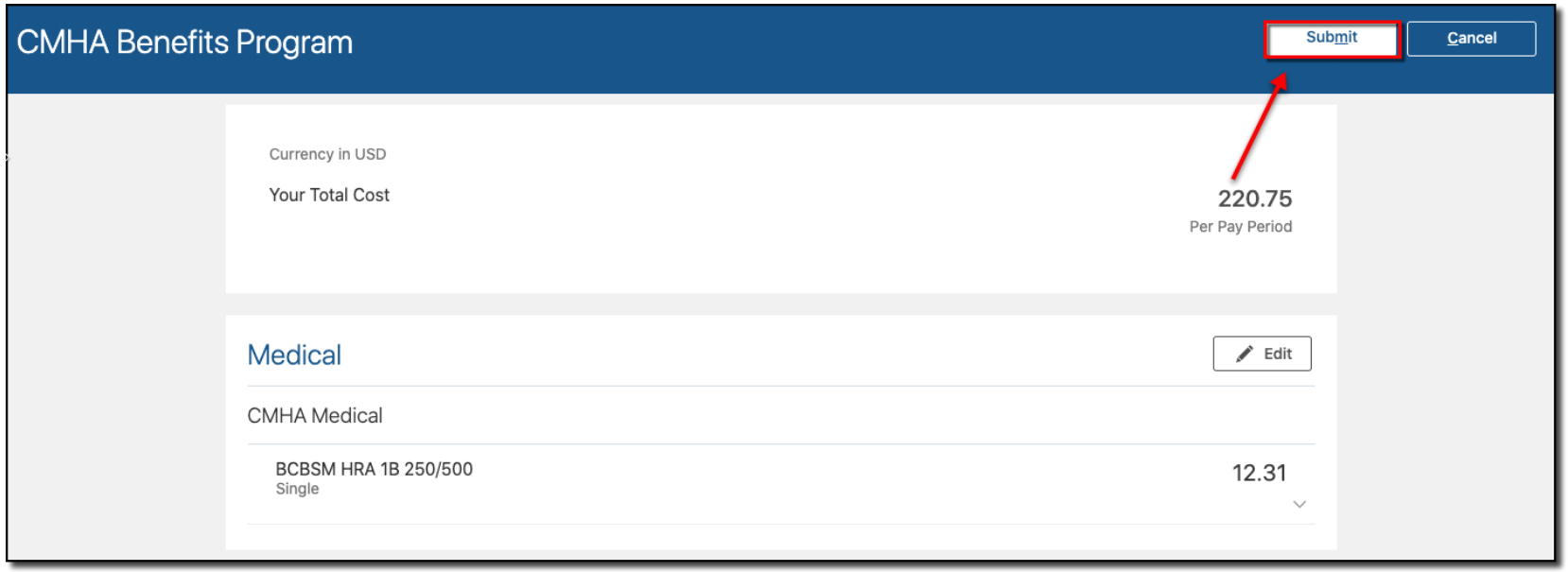
ESS – Enrolling in Benefits (Open Enrollment)

Note: As you make your selections, Connect will display the employer and employee cost for each option as well as the total cost to you per pay period



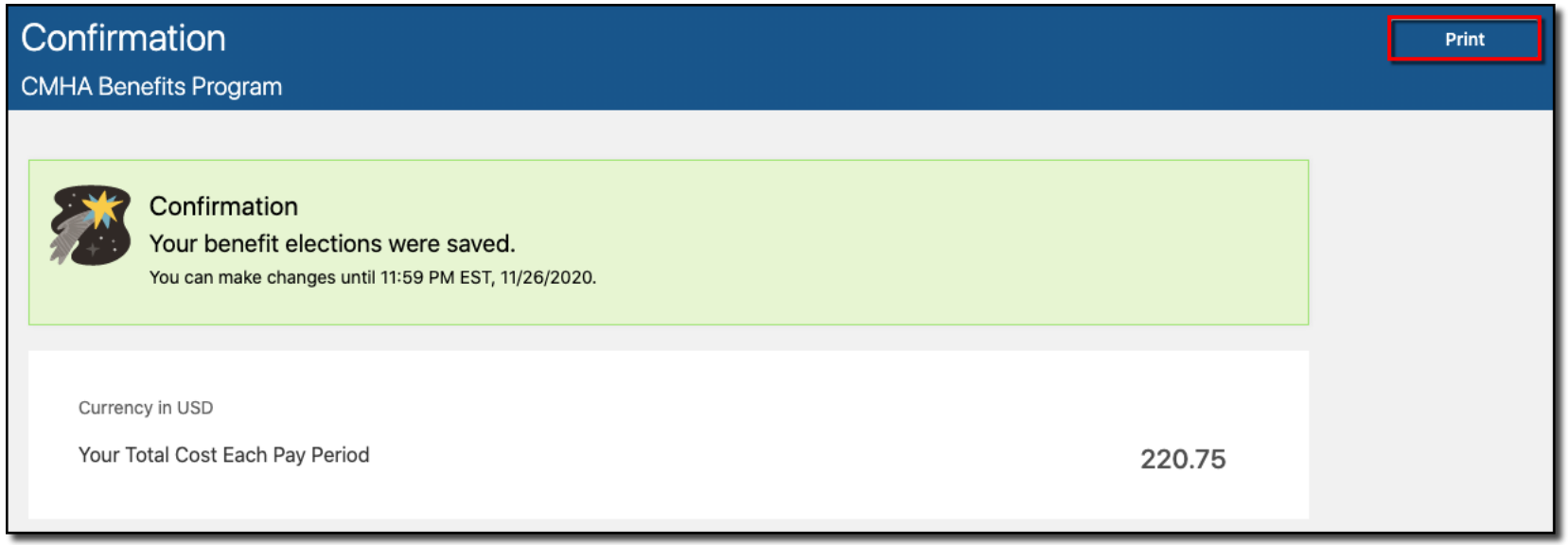
ESS – Enrolling in Benefits (Open Enrollment)

14. After all selections have been made, click **Submit**



Note: A notification appears indicating your benefit selections were saved.

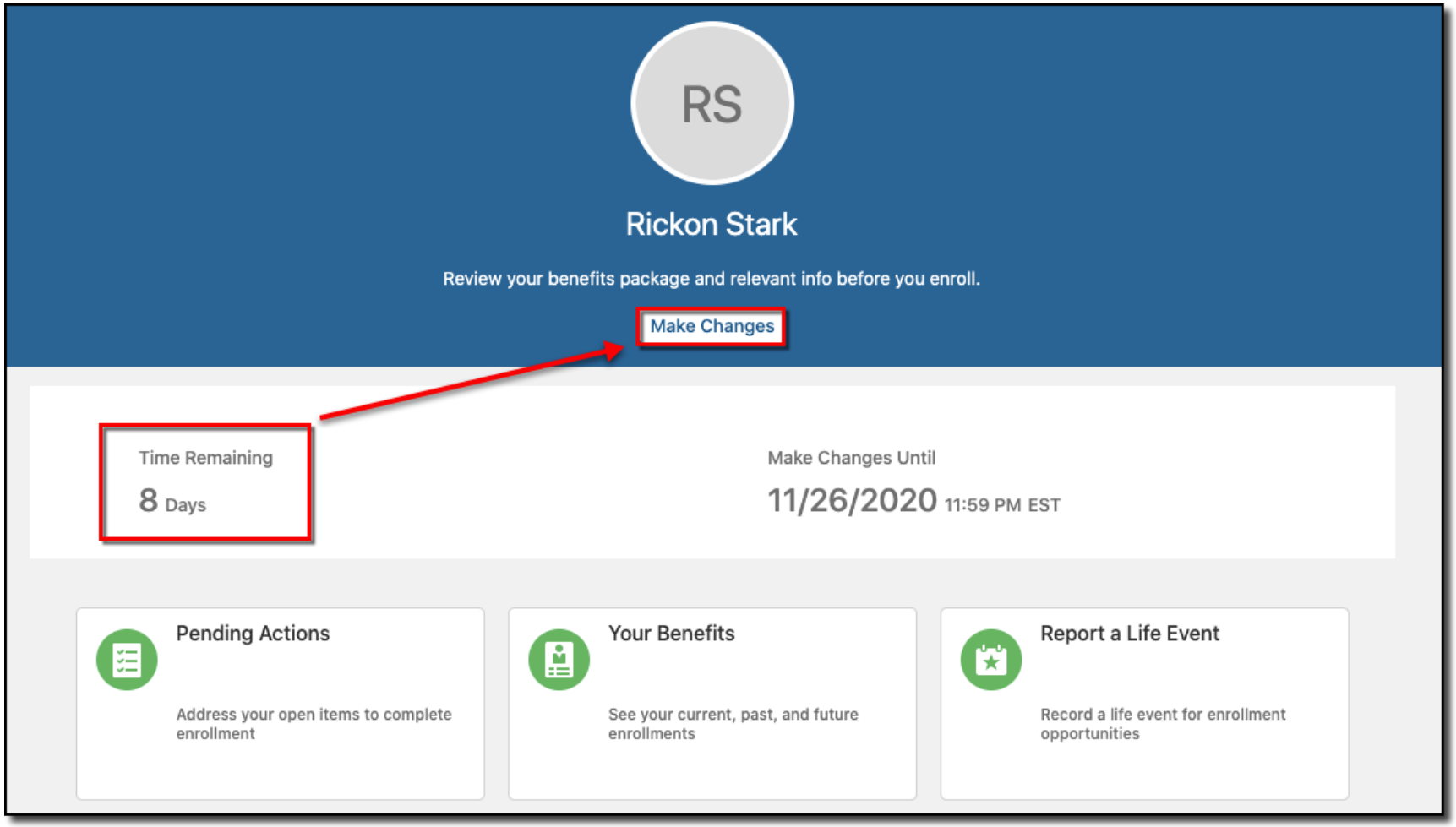
15. If desired, click **Print** to print or save an electronic copy of your enrollment selections



ESS – Enrolling in Benefits (Open Enrollment)

Note: Returning to the main Benefits page, notice the employee in this example has 8 days remaining in the open enrollment period to make changes

16. If time permits and you need to make changes after your selections were submitted, click **Make Changes**



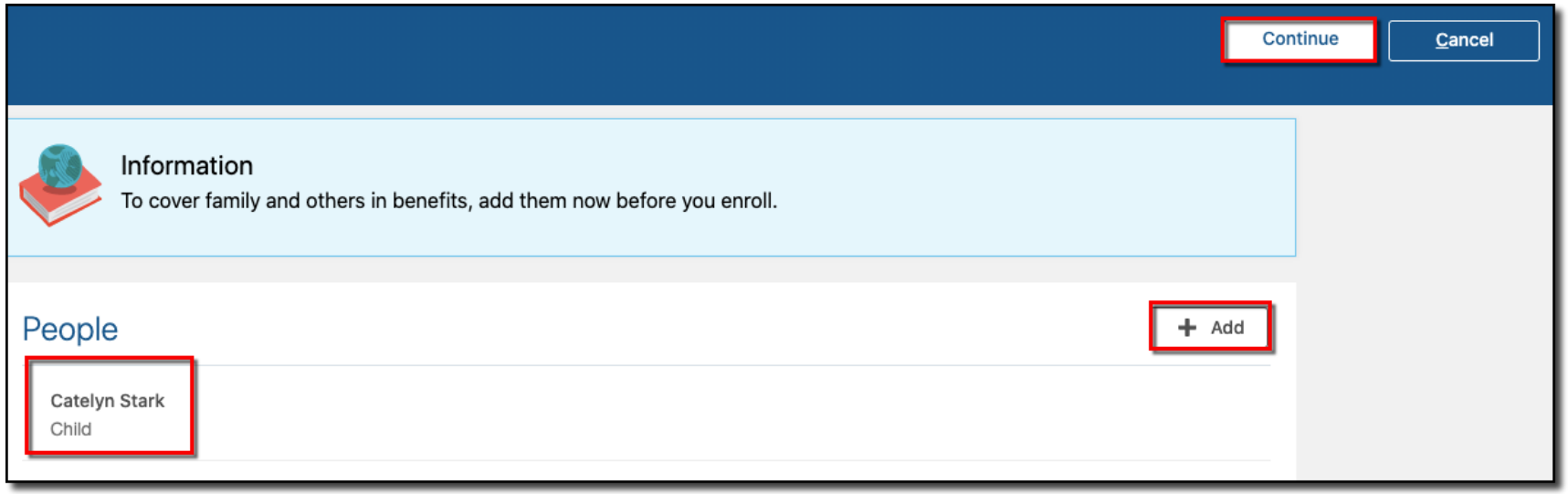
ESS – Enrolling in Benefits (Open Enrollment)

Note: You will return to the same open enrollment page where you started

Following the previous steps, make any necessary updates

17. Begin by verifying/updating your People to Cover

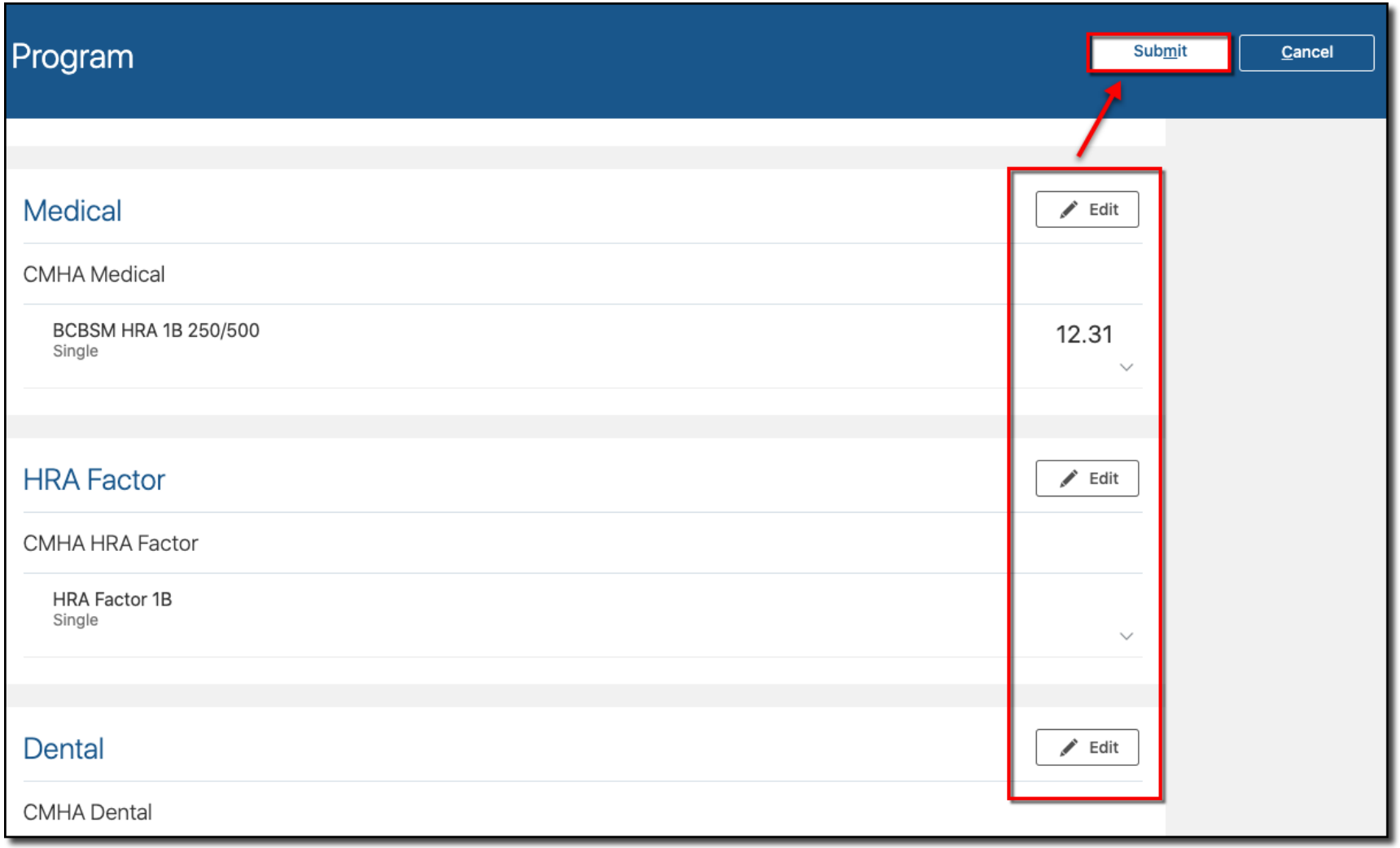
18. When finished, click **Continue**



ESS – Enrolling in Benefits (Open Enrollment)

19. Click **Edit** to make any other updates

20. When finished, click **Submit**

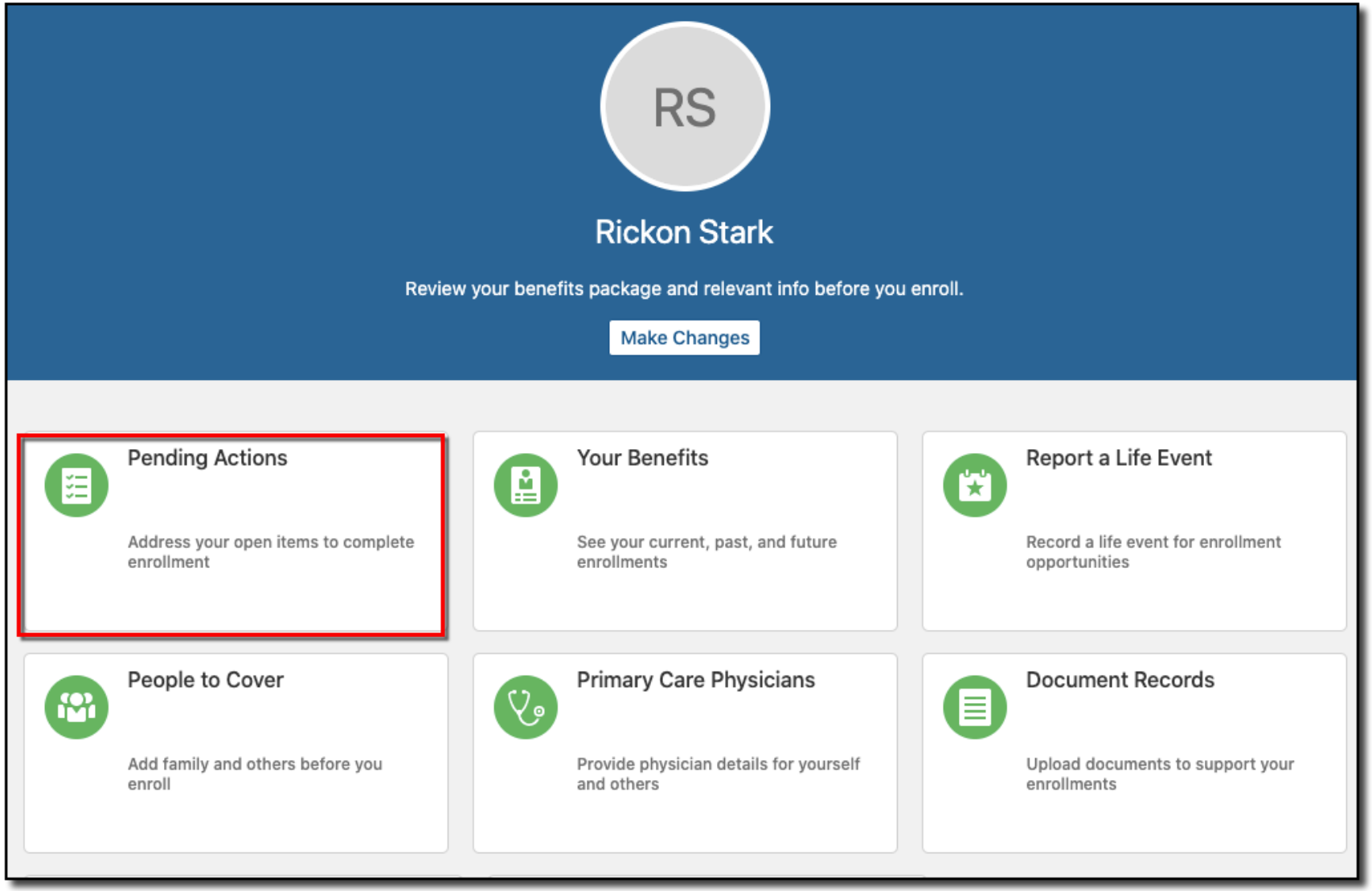


ESS – Enrolling in Benefits (Open Enrollment)

Note: After you submit your selections, be sure to check your **Pending Actions**

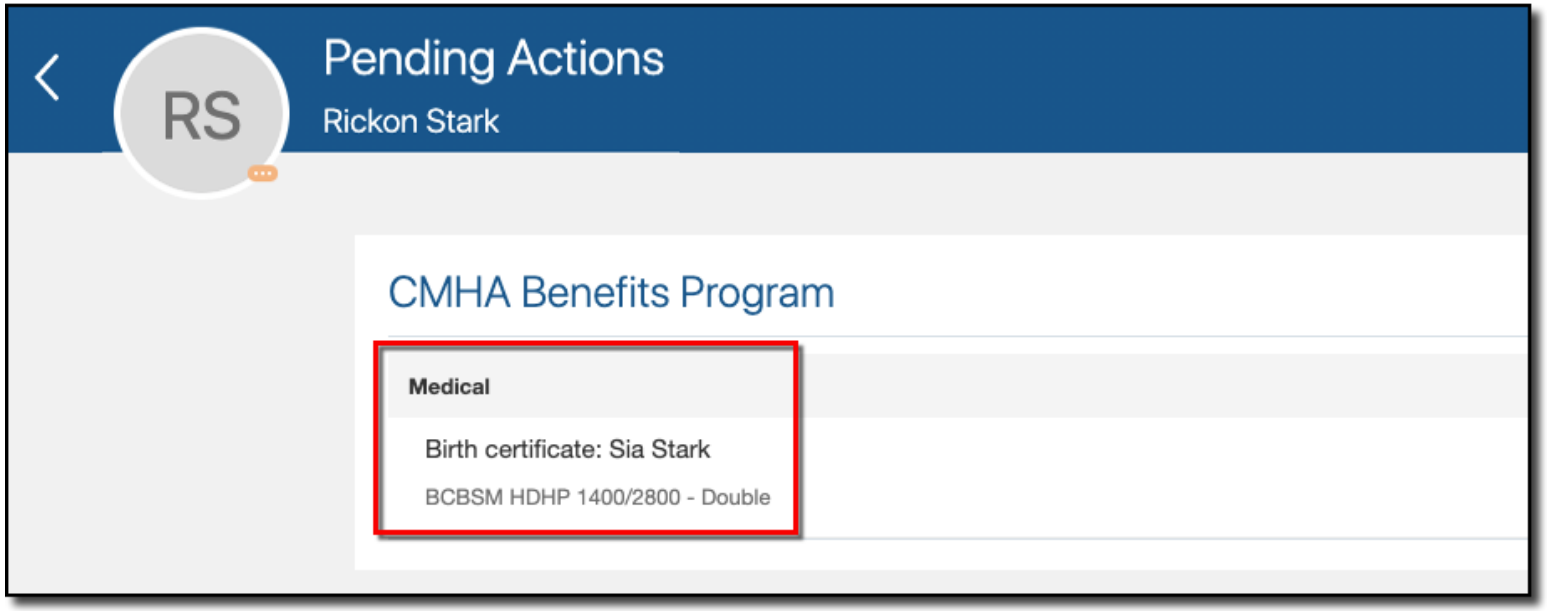
Note: Pending Actions will indicate if you need to provide any supporting documents that are required to finalize your enrollment

21. Click **Pending Actions**

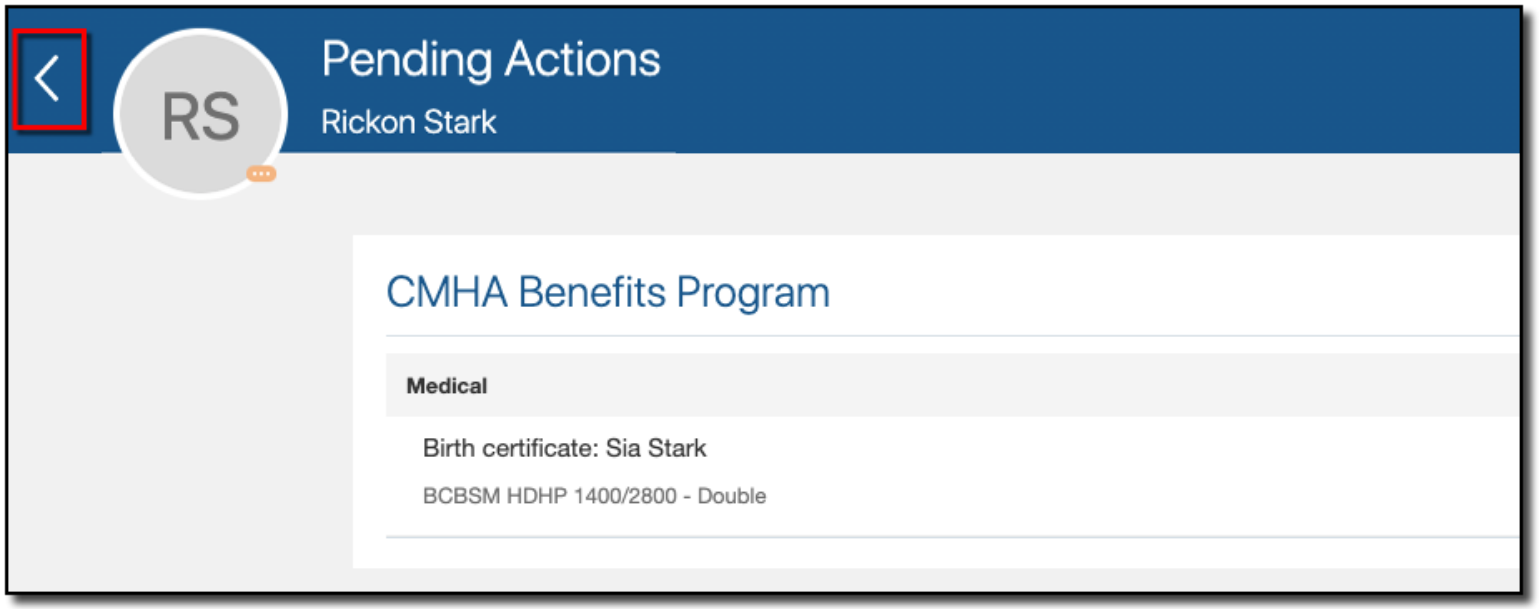


ESS – Enrolling in Benefits (Open Enrollment)

Note: In this example, the employee needs to upload a Birth Certificate for Sia Stark

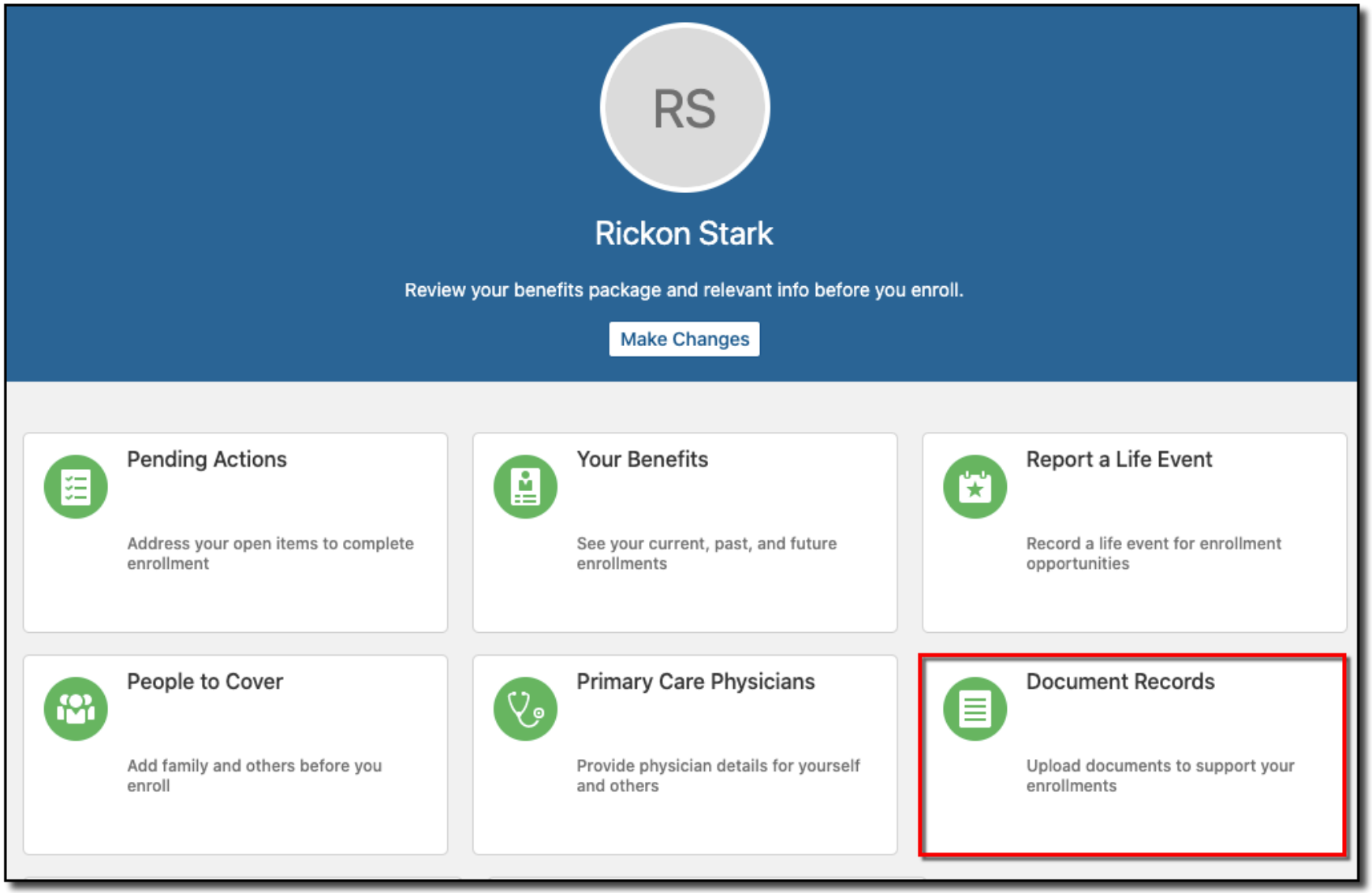


22. Click the **back arrow** to return to your **Benefits** page



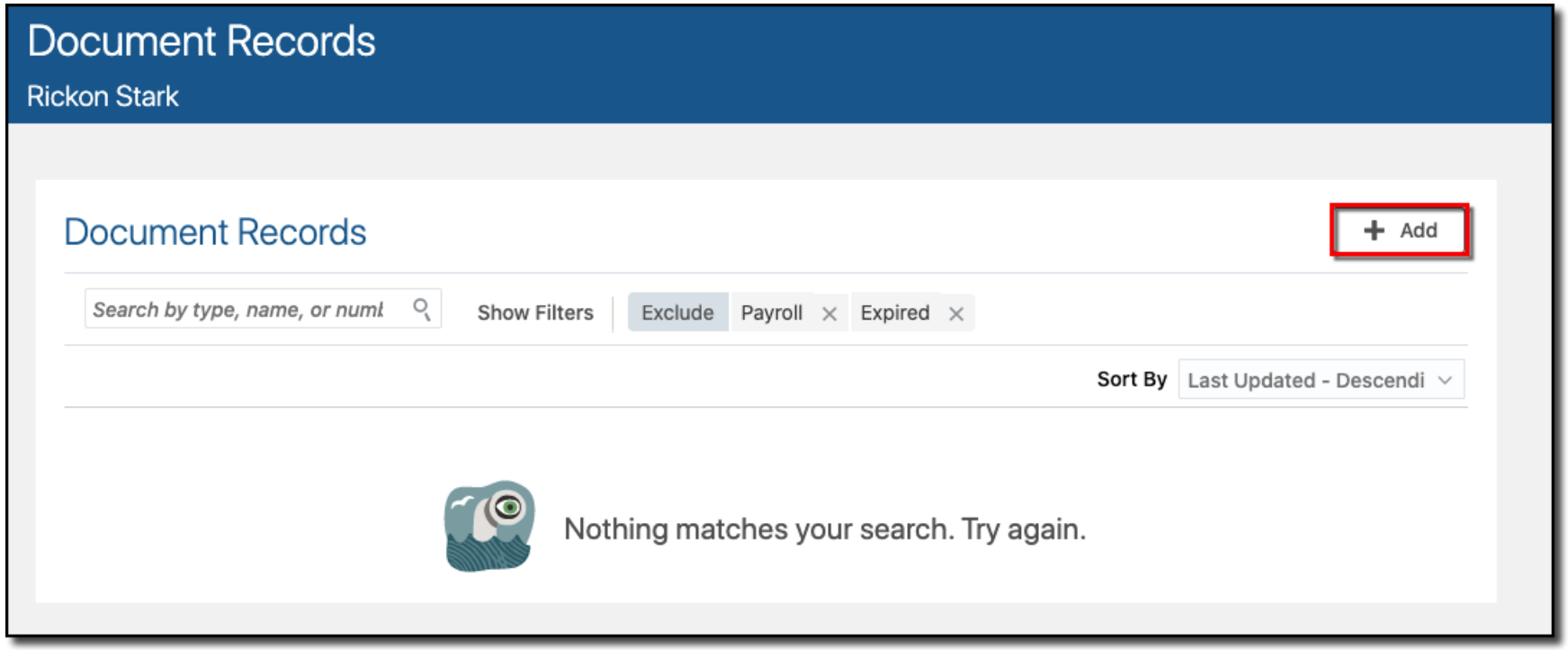
ESS – Enrolling in Benefits (Open Enrollment)

23. Click **Document Records**



ESS – Enrolling in Benefits (Open Enrollment)

24. Click **Add**

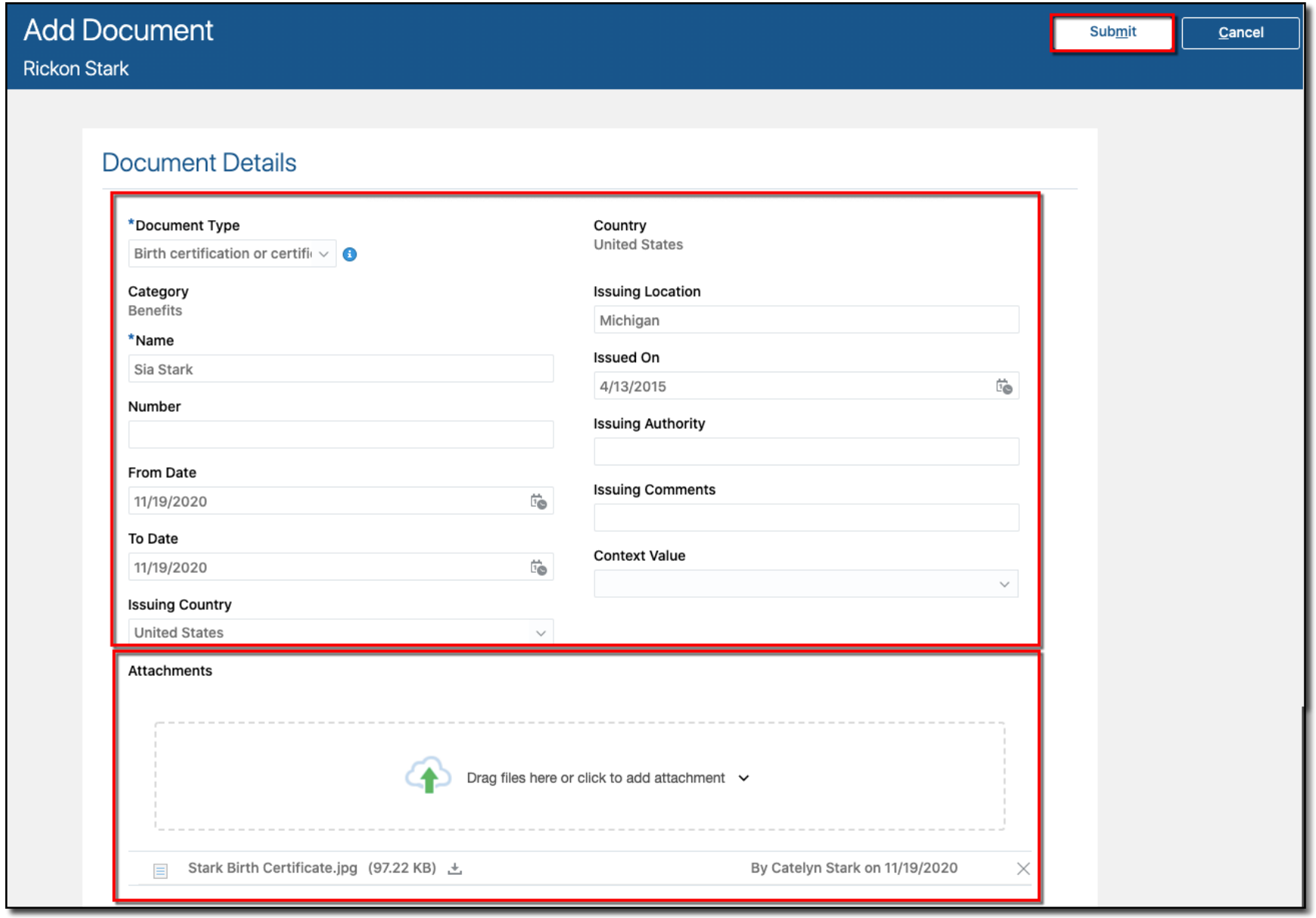


ESS – Enrolling in Benefits (Open Enrollment)

25. Enter all the necessary **document details**

26. Drag or upload the required **attachment**

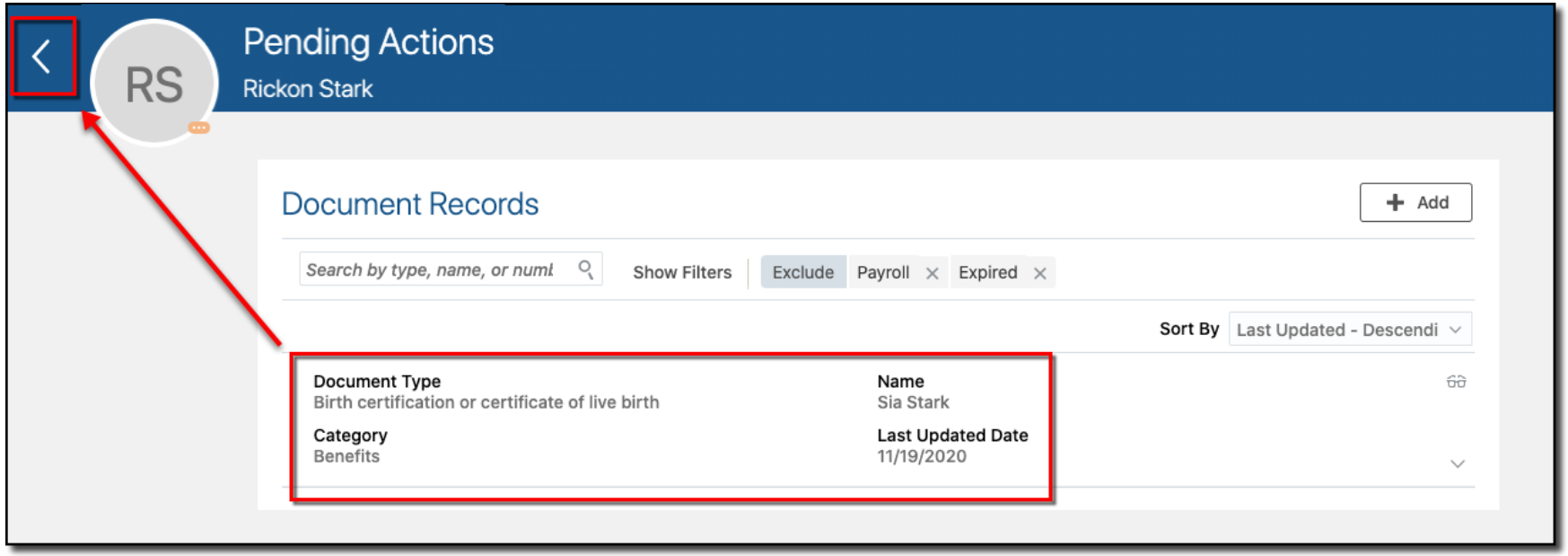
27. Click **Submit**



ESS – Enrolling in Benefits (Open Enrollment)

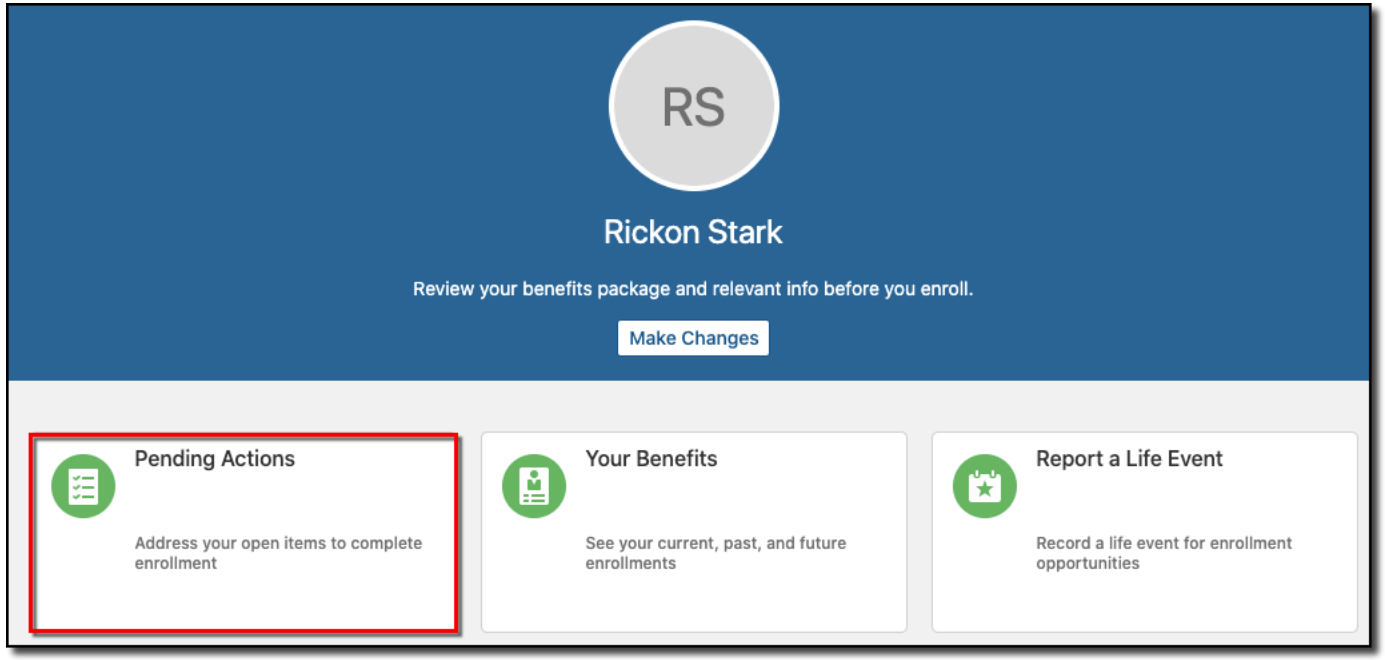
Note: The uploaded document is displayed

28. Click the **back arrow** to return to the **Benefits** page

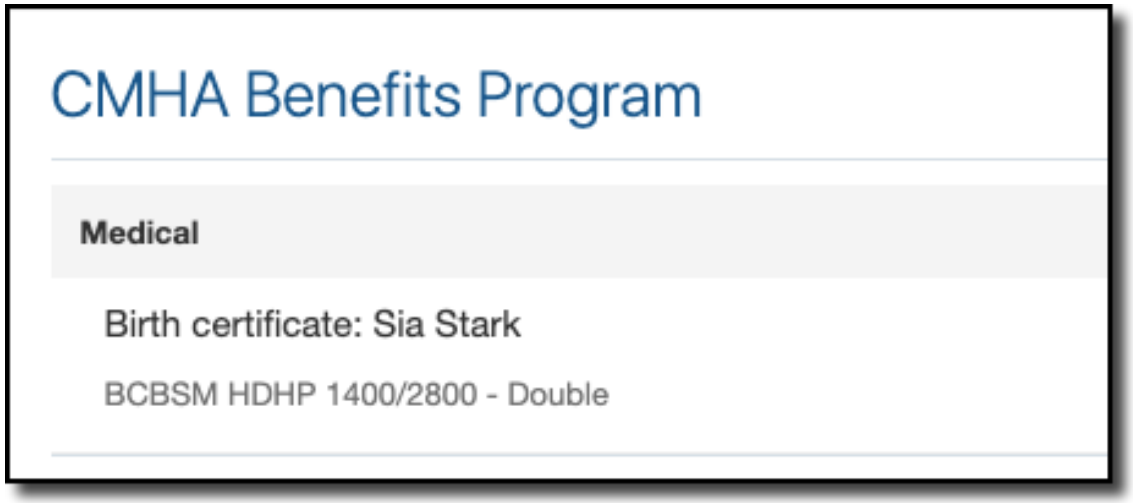


ESS – Enrolling in Benefits (Open Enrollment)

29. Click **Pending Actions**



Note: The action will remain pending until Benefits receives the documentation and marks the action as complete



End of Procedure