This guide will give you an overview of the Open Enrollment process for you to make your benefit elections for the new calendar year. This guide includes four specific areas:

- Accessing the Benefit Election Page
- Viewing your current benefit elections
- Making your elections for Healthcare Benefits and Flexible Spending Accounts (FSAs)
- Making changes to your elections after submission (while the Open Enrollment Process is open)

At the beginning of the Open Enrollment period, you should receive an email in your Stevens account informing you that the Open Enrollment Election task is waiting for you in your Workday inbox.

ACCESSING THE BENEFIT ELECTION PAGE

1) Once logging into your account, access your inbox by clicking on the Inbox Worklet.

2) On the next screen, if the Open Enrollment task is not already visible on the page, look for the Open Enrollment task in your inbox and click on it to display the task. You can now begin making your elections if you are ready.
VIEWING YOUR CURRENT BENEFIT ELECTIONS

1) Before making your elections for next year, you may want to review your current elections. You can view your current elections by clicking on the Benefits Worklet from your main home screen.

2) Once in the Benefits section, in the view section, you can click on the box called “Benefit Elections”. Click here.

3) The next page displayed should be a summary sheet of your current elections, who is covered, and the employee and employer costs. You can use this information as reference for selecting your elections for the new year.
MAKING YOUR ELECTIONS

Once you are ready to make your elections, there are three steps to follow: 1) Making your healthcare elections, 2) Electing FSAs, 3) Final Review and Submission.

1) Once back to the Benefit Election page, you will first see the Healthcare Election page. It will automatically default to your current elections. If you would like to leave your current elections the way they are, you do not need to do anything. Click “Continue”.

If you would like additional information about a plan, you can scroll to the right and click on the link to see additional information.

If you would like to make changes to your Dental, Medical or Vision plans, you can click on the radio buttons next to each plan to make your elections. Select your coverage levels for each plan. When done, click “Continue”
2) The next step is choosing a Flexible Spending Account (FSA). This step is **OPTIONAL**. If you had an FSA last year, you must re-enroll in it again this year if you choose to have one again this year. It does not automatically carry over. You can elect your Healthcare Account and/or Dependent Care Account on this page. Once you elect a plan, you will be asked how much you would like to contribute for the next year. Once you are done making elections, or if you want to skip this step, click “Continue”.
3) After completing the first two steps, the process is almost complete. The last step is to review your elections and sign off on them. This third screen will list your elections and coverage for next year for your review.

Please note: The dates being shown are the coverage begin dates of your benefit elections. If you have not made any changes from last year, it will show last year’s date as the begin date. If you are starting new with a plan, it will show January 1 of next year as the begin date.

If the information looks correct and you are ready to submit, read the legal notice at the bottom of the page and check off the “I Agree” box and then click “Submit”.

Once you click “Submit”, the Open Enrollment Process is complete. On the next screen you can either click “Done” or “Print” to print a copy of this confirmation screen for your records. You can click on the home icon in the upper left of the page to return to your Home Screen.
MAKING CHANGES TO YOUR ELECTIONS

If you have already completed the Open Enrollment Process, but realize later that you need to make a change or correction to the elections you made for next year, you will still be able to make changes provided that the Open Enrollment period has not yet ended. To make changes to your submitted elections:

1) From the Home Screen, on the Benefits Worklet, you will notice that there is an exclamation point on the worklet. This will only appear if you have already completed and submitted your elections. If the exclamation point is not there, this means that you have not yet completed your Open Enrollment task and it is still accessible in your Inbox Worklet.

2) Clicking on this Benefit Worklet will take you to the Benefit page. On this page, if you have completed and submitted your elections, and the Open Enrollment Period is still open, you should see a new button called “Change Open Enrollment”. Clicking the button will allow you to make changes to your submitted elections.

Clicking here will take you back to the election screen described in the previous section. Here you can make changes to your elections. After checking off the “I Agree” box and submitting your updated open enrollment selections, your changes will be saved.