

## EMPLOYEE OPEN ENROLLMENT

## **RESOURCE**

Employees will receive an email when open enrollment (OE) is open for them.

Hello Tiffany,

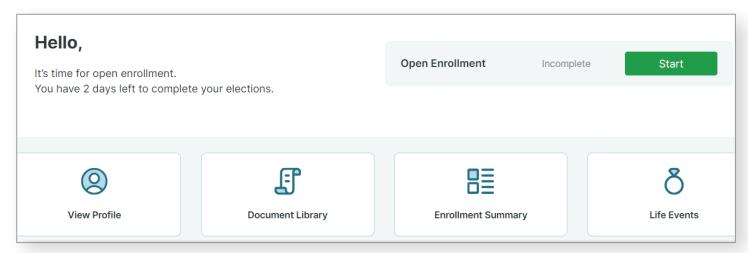
Pontiac School District is hosting your annual Open Enrollment. Open Enrollment is an annual event that allows you to make changes to existing benefits or elect new benefits for the first time.

If this is your first time enrolling, you can register by accessing this Registration link. During the registration process, you may be required to enter personal identifying data as well as the following company identifier: SETSEG63030

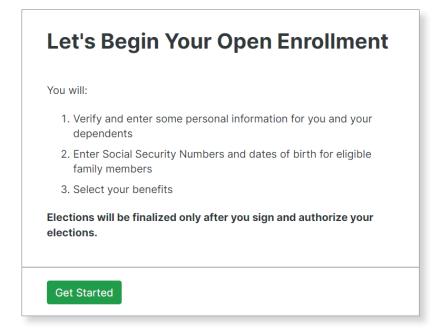
If you are already registered, start making changes to your insurance elections today through this Login link.

Thank you, Pontiac School District

After logging in to the online enrollment tool, they will be greeted by a screen letting them know how long they have before OE closes.



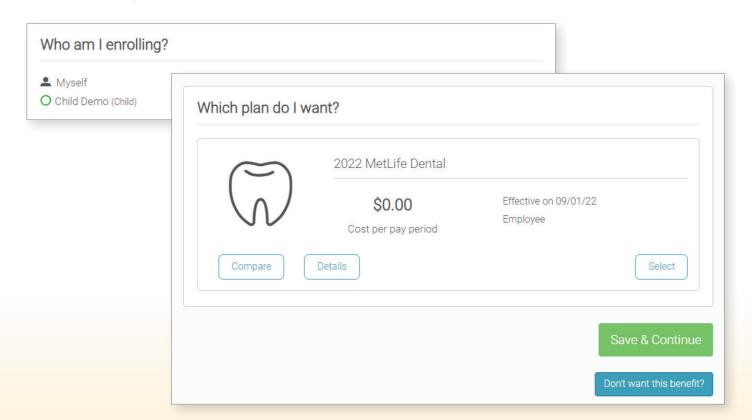
The following screen will instruct them of the steps involved in the enrollment process:



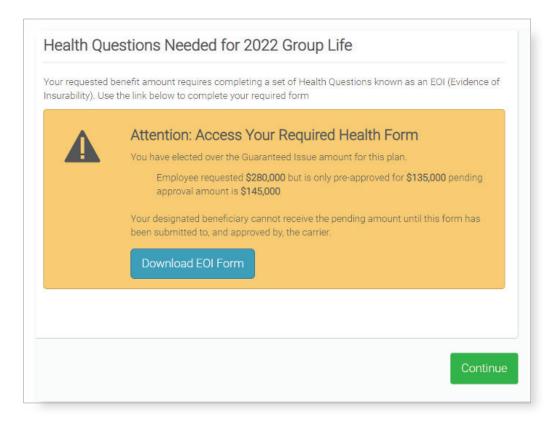
To complete OE, every screen of the enrollment flow needs to be reviewed.

We strongly recommend employees review their personal information (address, dates of birth, beneficiaries, etc.) as they go through the screens. Even if they do not want to make any changes, this will help confirm accuracy.

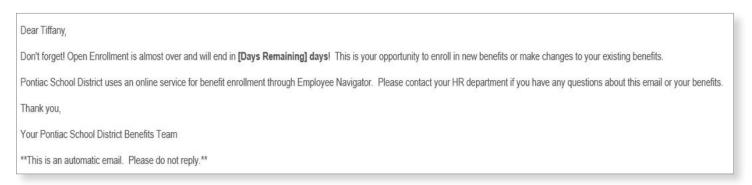
- Plans that allow dependents will give the option to add them.
- To elect the plan, just click **Select**.
- To waive a plan, click Don't want this benefit?



Plans that require an Evidence of Insurability form to be filled out for approval will have a button to download the form, which can be filled out and returned to HR.



If configured, employees will also receive a reminder email with the specified number of days before the close of OE if they have yet to complete it.



Enrollment is not considered complete until the enrollment summary is reviewed and signed.

