



Open Enrollment Overview

This Job Aid provides a walkthrough of the enrollment steps you need to complete during Open Enrollment (OE) in Cardinal Employee Self-Service (ESS).

The dates shown throughout this Job Aid were taken for the 2024 Open Enrollment time frame. However, the process contained in this Job Aid applies to all Open Enrollment dates.

Throughout the Job Aid, there will be verbiage blurred out on the screenshots. Please remember to read the instructions and the fine print on the actual pages in Cardinal when going through the Open Enrollment steps.

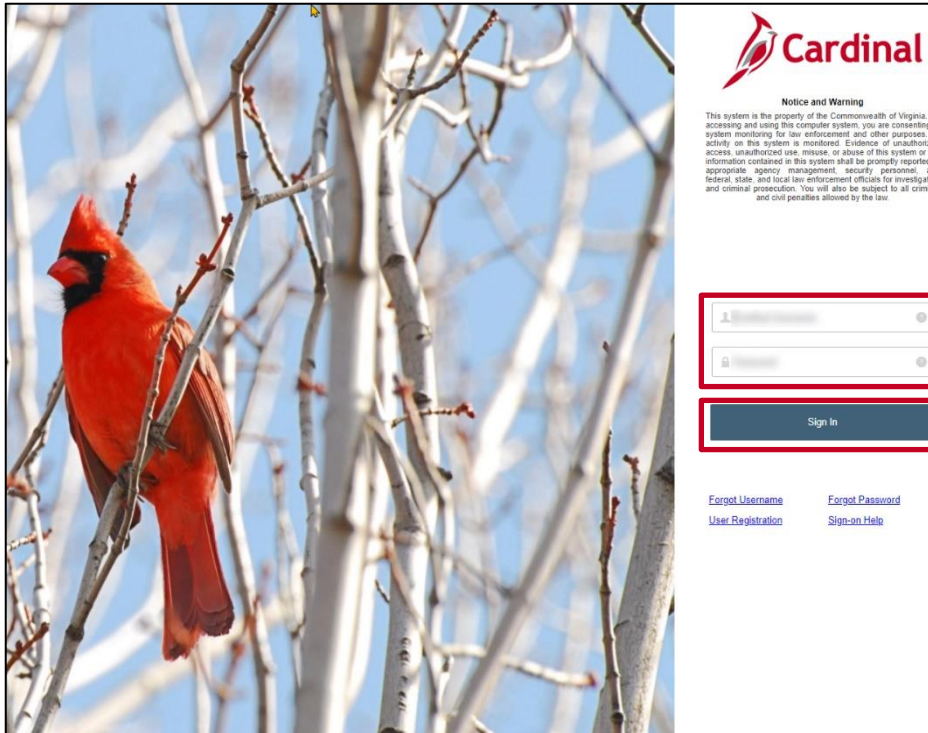
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Making your Open Enrollment Elections (in ESS)

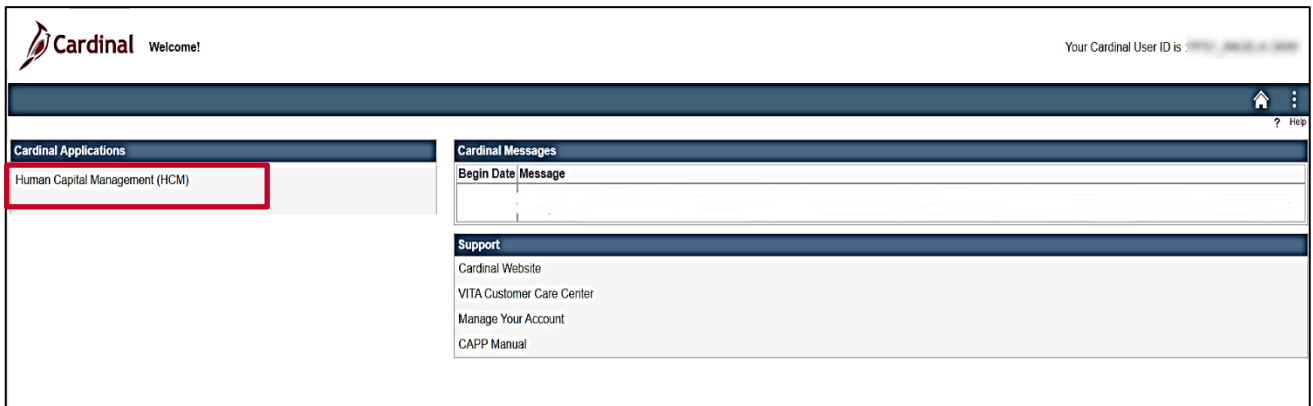
The Open Enrollment process contained in this Job Aid can only be completed during the Open Enrollment (OE) period. Outside of the OE window, you can only change your benefits through a Life Event (i.e., Birth, Adoption, Divorce, Marriage, etc.) in Employee Self-Service or by contacting your agency Benefits Administrator (BA).

1. Log into Cardinal (my.cardinal.virginia.gov).



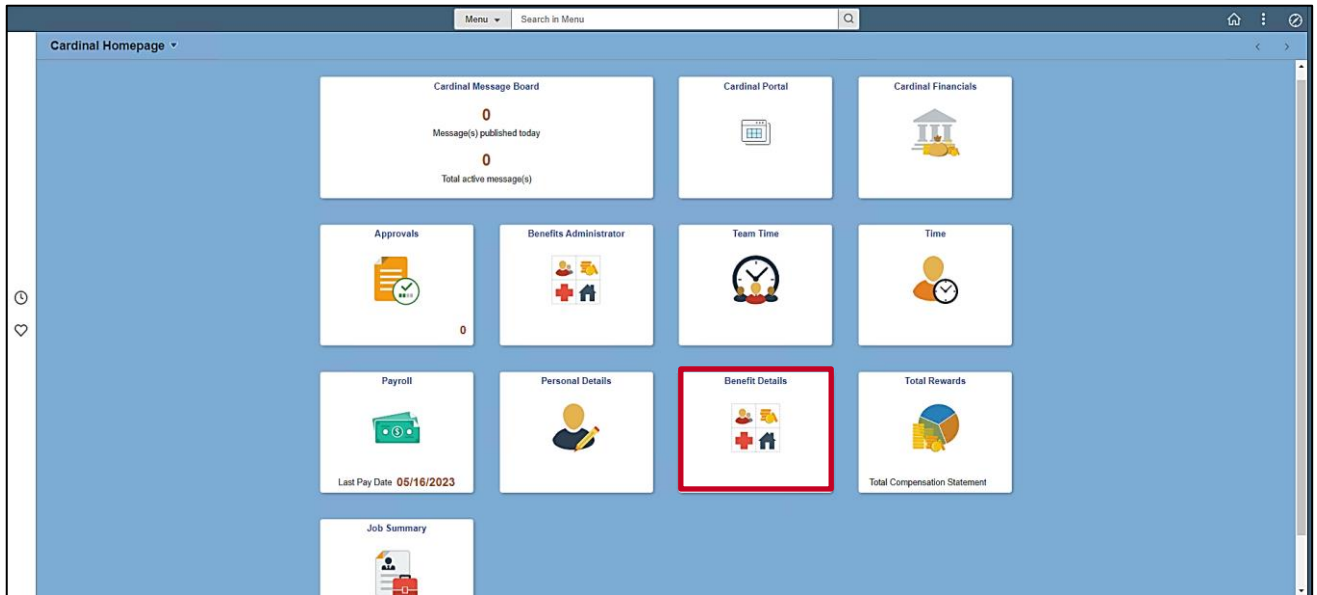
2. Enter your **User ID** and **Password**.
3. Click the **Sign In** button.

The **Portal Welcome** page displays.



4. Click the **Human Capital Management (HCM)** link.

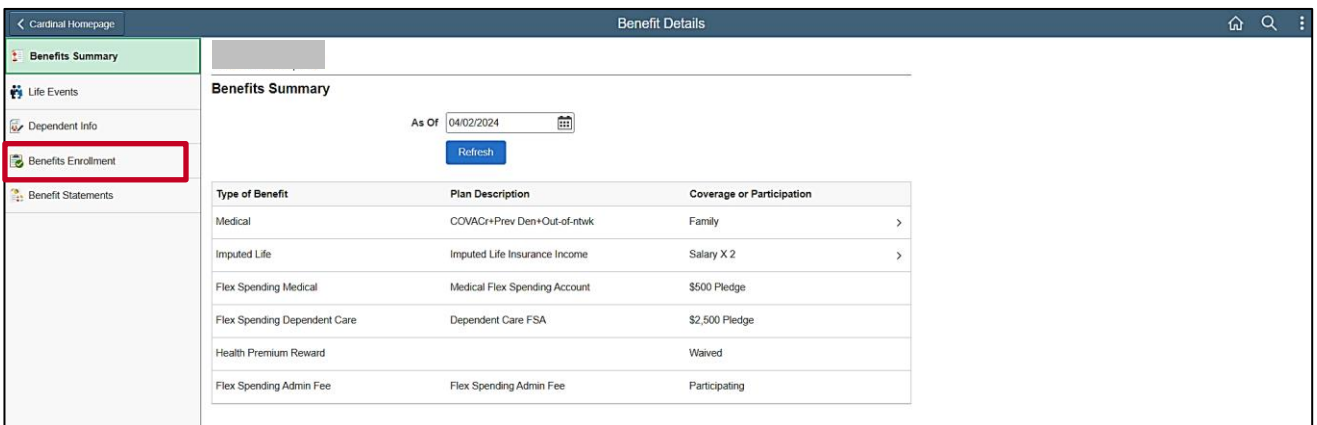
The **Cardinal Homepage** displays.



Note: Individual **Cardinal Homepage** tile availability and locations may appear differently based upon individual preferences and security settings.

5. Click the **Benefit Details** tile.

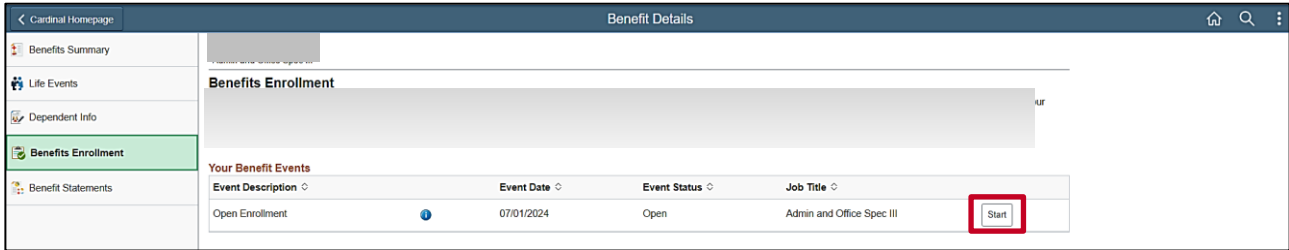
The **Benefit Details** page displays with the **Benefits Summary** menu item displayed by default.



6. Click the **Benefits Enrollment** menu item on the left-hand side of the page.

ESS_How to Make Open Enrollment Elections

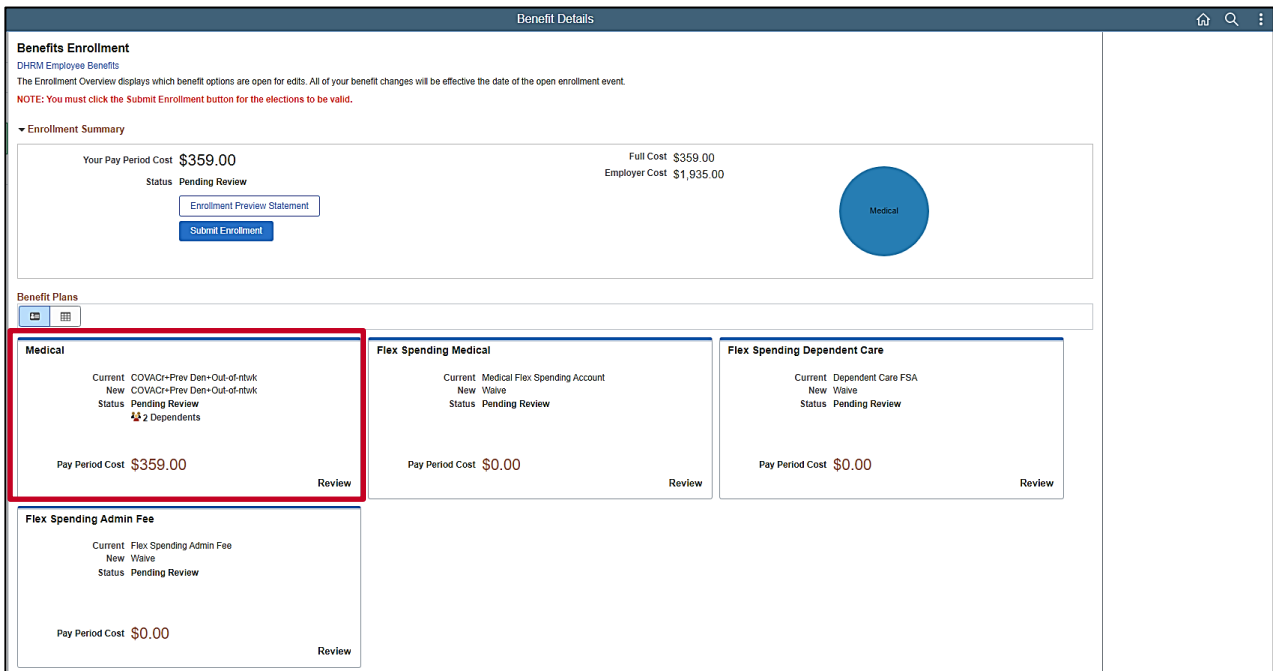
The **Benefits Enrollment** page displays.



7. Click the **Start** button for the Open Enrollment event.

Note: If you have already completed any elections for this Open Enrollment and you need to make updates or any additional elections, the Status for the Open Enrollment event will be “Submitted” and the **Start** button will be replaced with a **Re-Elect** or a **Resume** button.

The **Benefits Enrollment** page displays for the Open Enrollment.



Note: The Benefit Plans available on this page depend on your benefits eligibility. Retirees will only see the **Medical** tile. The steps within this Job Aid starts by detailing the steps for changing your Health Plan (**Medical** tile). Proceed to the applicable Step for the plan you need to enroll in based on the following:

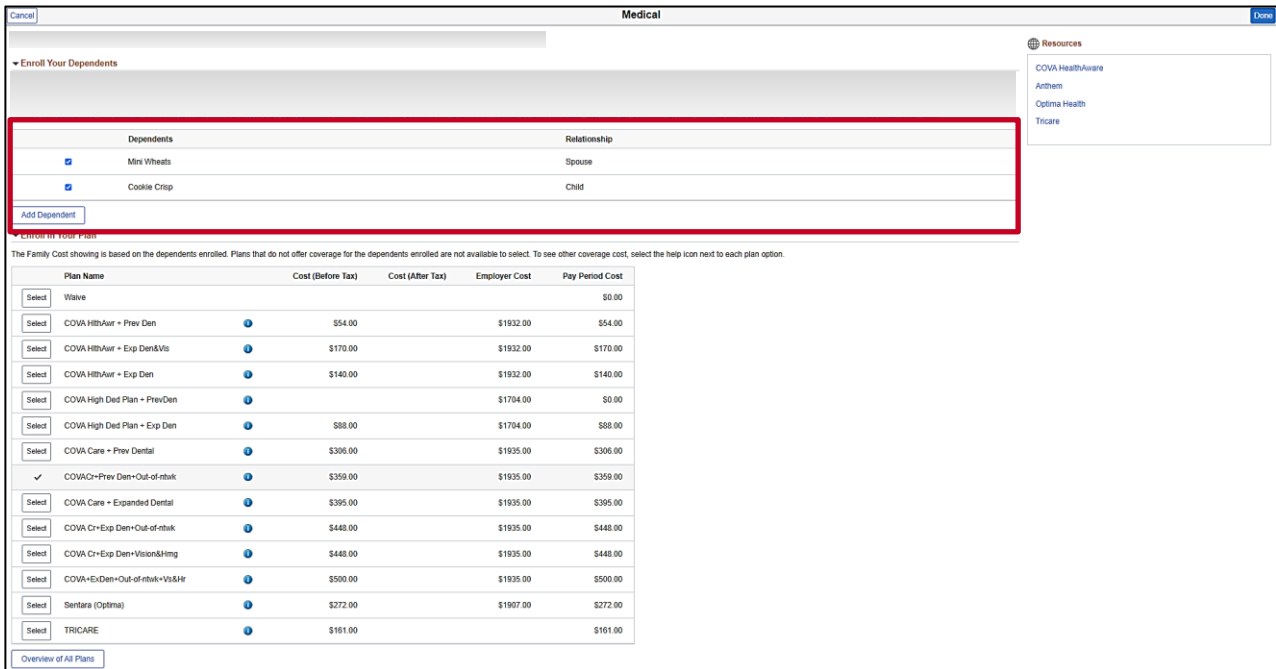
- Health Plan: Step 8
- Flex Spending Medical: Step 36
- Flex Spending Dependent Care: Step 42

8. Review your current enrollment information within the **Medical** tile. The New enrollment information defaults with the same enrollment information.

ESS_How to Make Open Enrollment Elections

9. Click the **Medical** tile to begin the enrollment process.

The **Medical** page displays.



Enroll Your Dependents

Dependents	Relationship
<input checked="" type="checkbox"/> Mini Wheats	Spouse
<input checked="" type="checkbox"/> Cookie Crisp	Child

[Add Dependent](#)

Enroll in Your Plan

The Family Cost showing is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage cost, select the help icon next to each plan option.

Plan Name	Cost (Before Tax)	Cost (After Tax)	Employer Cost	Pay Period Cost
Select Waive				\$0.00
Select COVA Hltb/Aurr + Prev Den	\$54.00		\$1932.00	\$54.00
Select COVA Hltb/Aurr + Exp Den&Vis	\$170.00		\$1932.00	\$170.00
Select COVA Hltb/Aurr + Exp Den	\$140.00		\$1932.00	\$140.00
Select COVA High Ded Plan + PrevDen			\$1704.00	\$0.00
Select COVA High Ded Plan + Exp Den	\$88.00		\$1704.00	\$88.00
Select COVA Care + Prev Dental	\$306.00		\$1935.00	\$306.00
<input checked="" type="checkbox"/> COVA Cr+Prev Den+Out-of-rsuk	\$359.00		\$1935.00	\$359.00
Select COVA Care + Expanded Dental	\$395.00		\$1935.00	\$395.00
Select COVA Cr+Exp Den+Out-of-rsuk	\$448.00		\$1935.00	\$448.00
Select COVA Cr+Exp Den+Vision&Hmg	\$448.00		\$1935.00	\$448.00
Select COVA+ExpDen+Out-of-rsuk+Vis&Hr	\$500.00		\$1935.00	\$500.00
Select Sentara (Optima)	\$272.00		\$1907.00	\$272.00
Select TRICARE	\$161.00			\$161.00

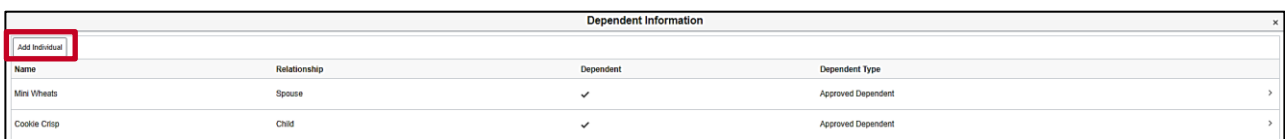
[Overview of All Plans](#)

10. Review the existing dependents covered under your health plan within the **Enroll Your Dependents** section to determine if changes are needed.

11. If you need to add a dependent to your health plan coverage, click the **Add Dependent** button. If you are not adding a dependent, skip to Step 33.

Note: Only add dependents that will be covered under your health plan. Do not add any beneficiaries into Cardinal. Beneficiaries (for life insurance or retirement) are not tracked in Cardinal. See your agency Benefits Administrator for any additional questions related to beneficiaries.

The **Dependent Information** page displays.



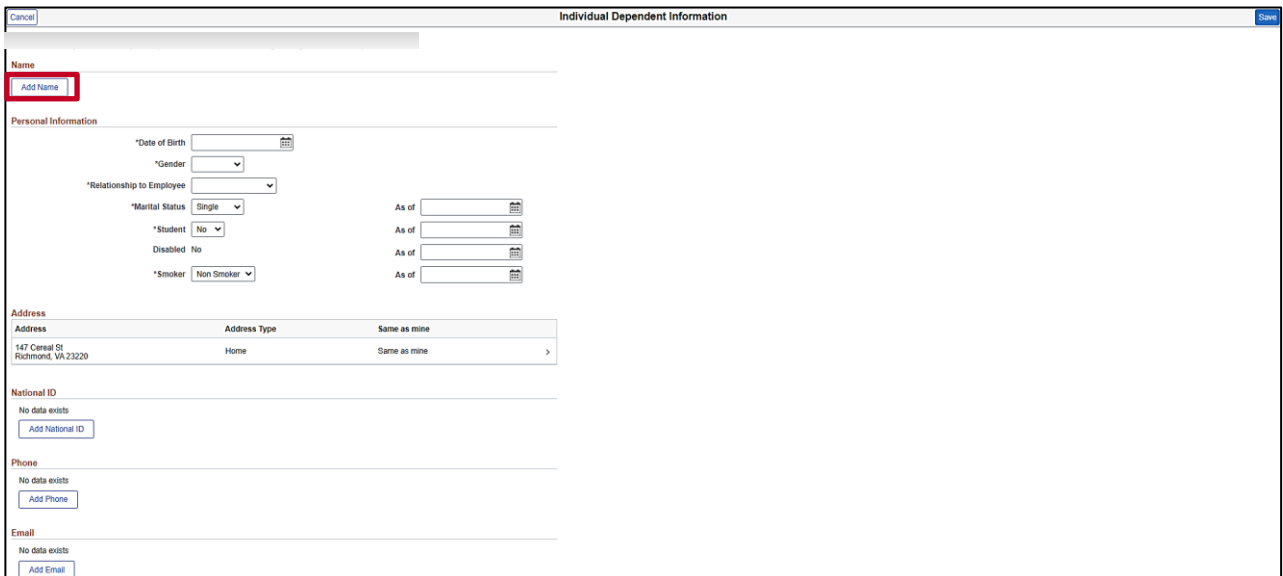
Dependent Information

[Add Individual](#)

Name	Relationship	Dependent	Dependent Type
Mini Wheats	Spouse	✓	Approved Dependent >
Cookie Crisp	Child	✓	Approved Dependent >

12. Click the **Add Individual** button to add a dependent to your Employee Record.

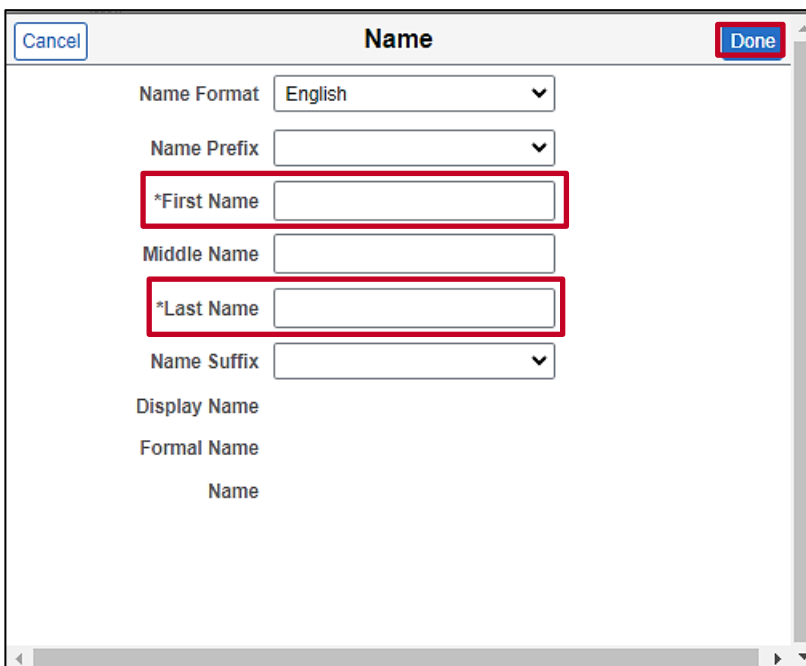
The **Individual Dependent Information** page displays.



The screenshot shows the 'Individual Dependent Information' page. At the top left, there is a 'Cancel' button. Below it, the 'Name' section has an 'Add Name' button highlighted with a red box. The 'Personal Information' section includes fields for Date of Birth, Gender, Relationship to Employee, Marital Status, Student status, Disabled status, and Smoker status, each with a corresponding 'As of' date field. The 'Address' section shows a table with columns for Address, Address Type, and Same as mine, with one row containing '147 Cereal St', 'Home', and 'Same as mine'. Below this are sections for National ID, Phone, and Email, each with a 'No data exists' message and an 'Add' button.

13. Click the **Add Name** button.

The **Name** page displays in a pop-up window.



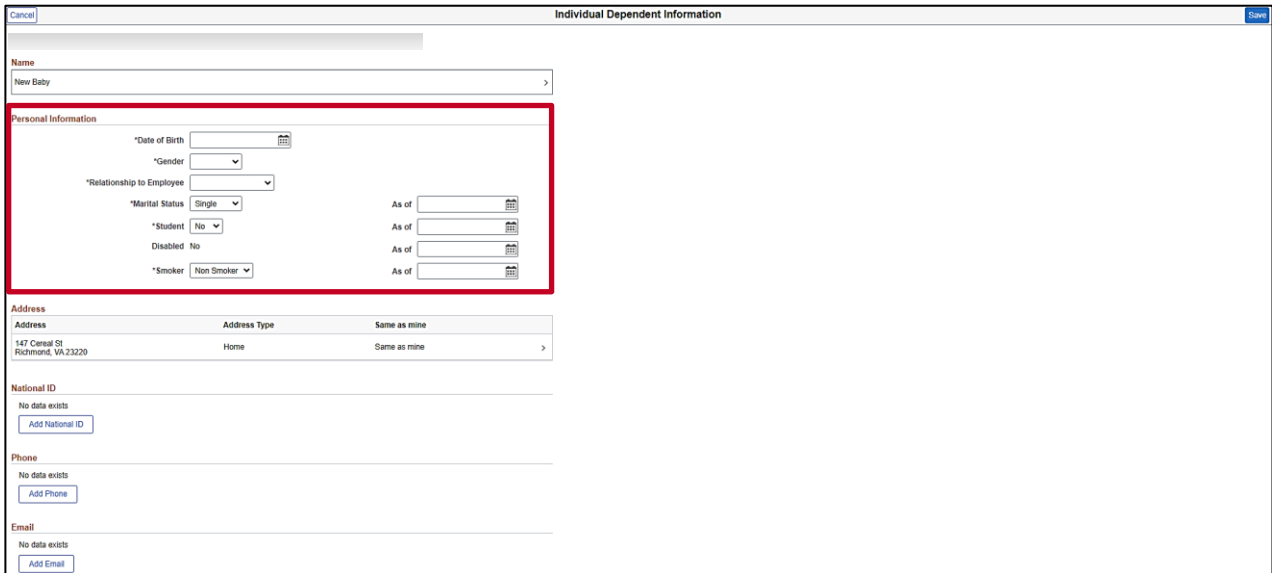
The screenshot shows the 'Name' pop-up window. It has 'Cancel' and 'Done' buttons at the top. The 'Name Format' is set to 'English'. Below are fields for 'Name Prefix', '*First Name', 'Middle Name', '*Last Name', and 'Name Suffix'. The '*First Name' and '*Last Name' fields are highlighted with red boxes. At the bottom, there are labels for 'Display Name', 'Formal Name', and 'Name'.

14. Enter your dependent's name information in the corresponding fields. The **First Name** and **Last Name** fields are required.

Note: Suffixes should only be entered in the **Name Suffix** field.

15. Click the **Done** button.

The **Individual Dependent Information** page redisplay with the name populated.



The screenshot shows the 'Individual Dependent Information' form. The 'Personal Information' section is highlighted with a red box. It contains the following fields:

- Name:** New Baby
- Personal Information:**
 - *Date of Birth: [Calendar icon]
 - *Gender: [Dropdown menu]
 - *Relationship to Employee: [Dropdown menu]
 - *Marital Status: [Single] [Dropdown menu] As of: [Calendar icon]
 - *Student: [No] [Dropdown menu] As of: [Calendar icon]
 - Disabled: [No] [Dropdown menu] As of: [Calendar icon]
 - *Smoker: [Non Smoker] [Dropdown menu] As of: [Calendar icon]
- Address:**

Address	Address Type	Same as mine
147 Cereal St Richmond, VA 23220	Home	Same as mine >
- National ID:** No data exists. [Add National ID]
- Phone:** No data exists. [Add Phone]
- Email:** No data exists. [Add Email]

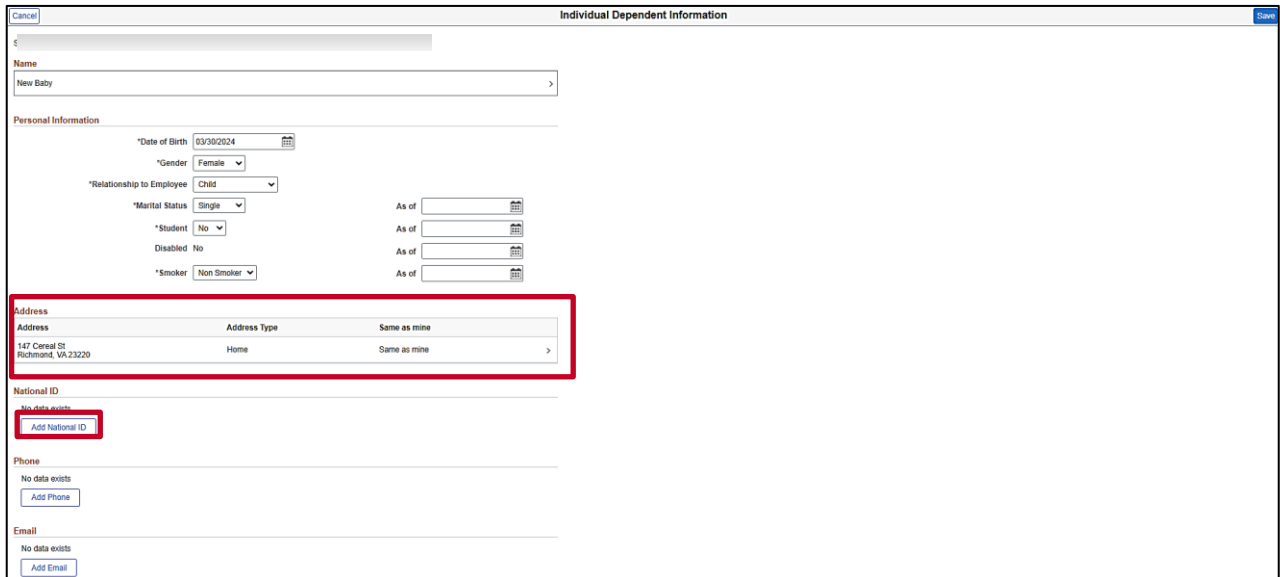
16. Enter your dependent's date of birth in the **Date of Birth** field or select the appropriate date of birth using the **Date of Birth Calendar** icon.
17. Select your dependent's gender using the **Gender** dropdown button.
18. Select your dependent's relationship to you using the **Relationship to Employee** dropdown button.

Note: All children to be covered under health benefits, regardless of age, must be listed as "Child".

19. Update your dependent's marital status using the **Marital Status** dropdown button as needed (defaults to "Single").
20. The **Student** field defaults to "No". There is no requirement to update this field as the **Student** field is not tracked in Cardinal nor transmitted to the Health Benefits Vendor.
21. The **Disabled** field defaults to "No". Do not change this value.

Note: If your dependent is "Disabled", you must provide proof of disability to your agency Benefits Administrator outside of Cardinal.

22. The **Smoker** field defaults to "No". Do not update this field as Cardinal does not track nor transmit smoker status to the Health Benefits Vendor.



Individual Dependent Information

Name
New Baby

Personal Information

*Date of Birth 03/30/2024
 *Gender Female
 *Relationship to Employee Child
 *Marital Status Single
 *Student No
 Disabled No
 *Smoker Non Smoker

As of
 As of
 As of
 As of

Address	Address Type	Same as mine
147 Ceresal St Richmond, VA 23220	Home	Same as mine

National ID
 No data exists
 Add National ID

Phone
 No data exists
 Add Phone

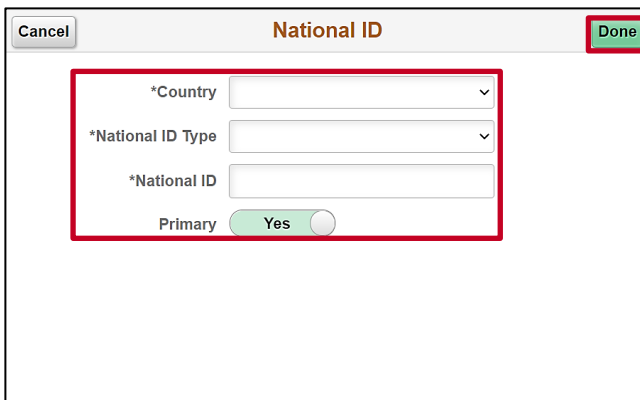
Email
 No data exists
 Add Email

23. If your dependent has the same address as you do, verify that the **Address** section is set to “Same as mine”.

Note: If your dependent has a different address than you, click on the address row and edit the dependent’s address information accordingly.

24. Click the **Add National ID** button within the **National ID** section.

The **National ID** page displays in a pop-up window.



National ID

*Country
 *National ID Type
 *National ID
 Primary Yes

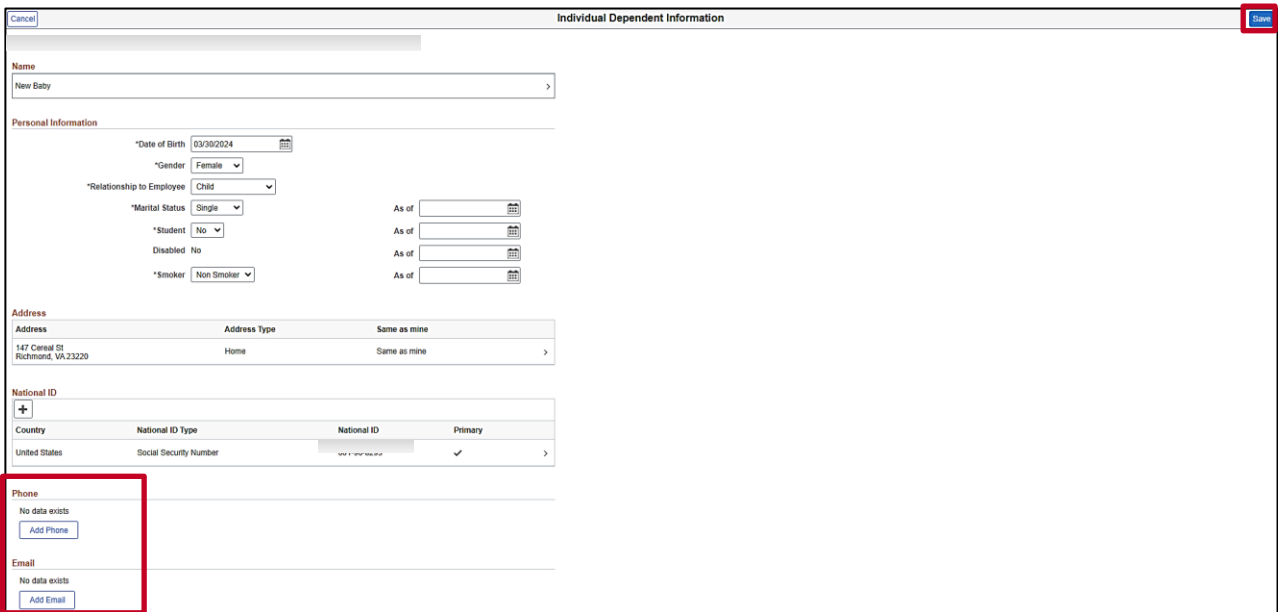
Done

25. Complete the **Country**, **National ID Type**, and **National ID (SSN)** fields for the dependent.

Note: “No” can only be selected for the **Primary** slide field if there is more than one type of National ID listed for the dependent (e.g., dual citizenship).

26. Click the **Done** button.

The **Individual Dependent Information** page returns.

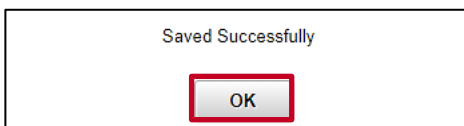


27. Optionally add phone or email information for the dependent. These are not required for dependents.

28. Click the **Save** button in the top right-hand corner of the page.

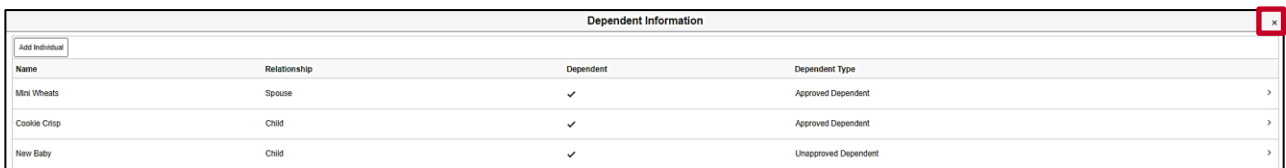
Note: If you don't have an SSN for your dependent, the record will save without a National ID entered. However, your agency Benefits Administrator will reach out to obtain the SSN in the future.

A **Saved Successfully** message displays in a pop-up window.



29. Click the **OK** button.

The **Dependent Information** page returns.



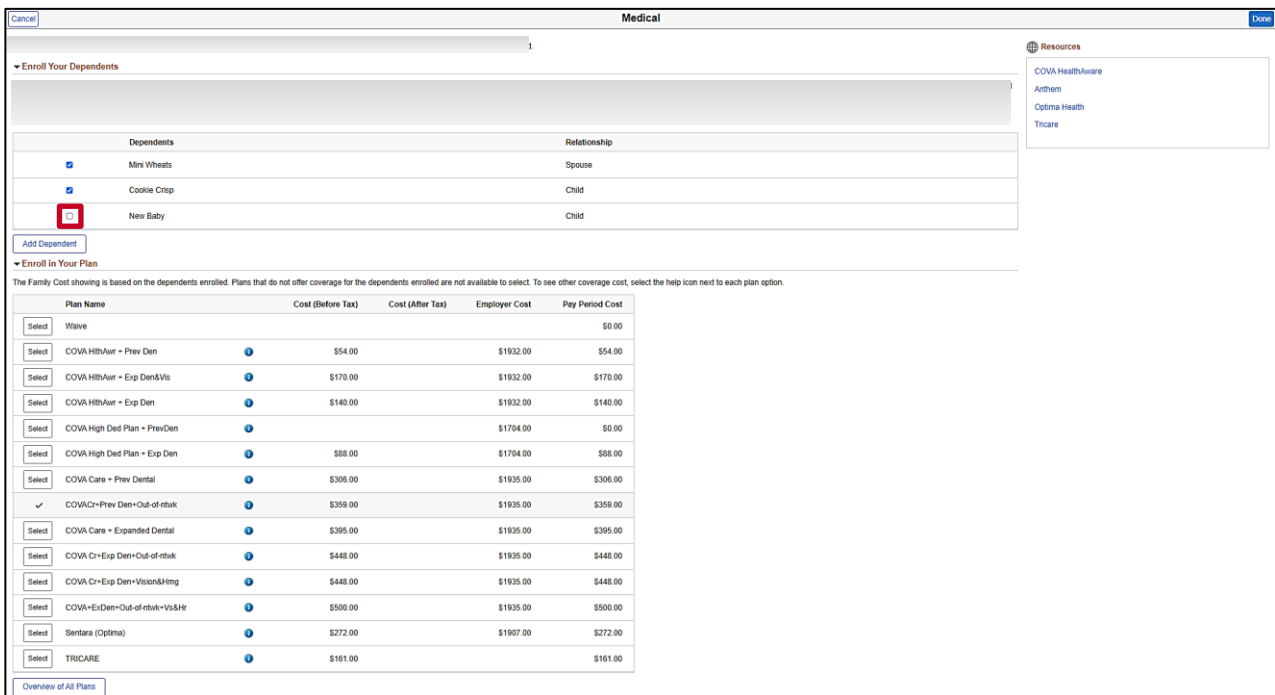
Name	Relationship	Dependent	Dependent Type
Mini Wheats	Spouse	✓	Approved Dependent
Cookie Crisp	Child	✓	Approved Dependent
New Baby	Child	✓	Unapproved Dependent

30. Repeat Steps 12 – 29 as required until all dependents are added.

Note: When adding dependents to coverage, supporting documentation is required that provides proof of eligibility. **Do not miss your Open Enrollment deadline.** If you **do not** have the documentation, you can still submit your election request. The eligibility documents can be submitted later. Supporting documentation must be submitted within 60 days of the Open Enrollment Event Date. See your agency Benefits Administrator for more information.

31. After all dependents are added, click the **Close (X)** icon in the upper right-hand corner of the page.

The **Medical** page returns.



The screenshot shows the 'Medical' enrollment page. At the top, there are 'Cancel' and 'Done' buttons. Below is the 'Enroll Your Dependents' section with a table of dependents:

Dependents	Relationship
<input checked="" type="checkbox"/> Mini Wheats	Spouse
<input checked="" type="checkbox"/> Cookie Crisp	Child
<input checked="" type="checkbox"/> New Baby	Child

Below the dependents table is an 'Add Dependent' button. The 'Enroll in Your Plan' section contains a table of plan options with columns for Plan Name, Cost (Before Tax), Cost (After Tax), Employer Cost, and Pay Period Cost.

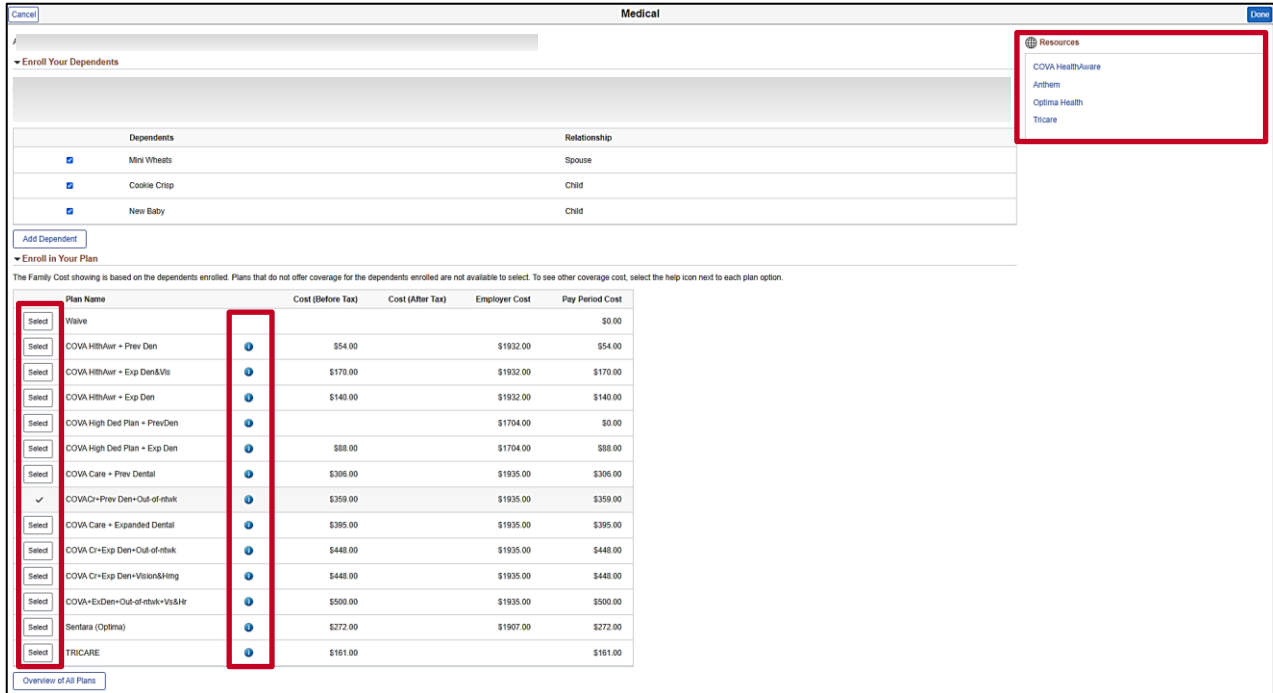
Plan Name	Cost (Before Tax)	Cost (After Tax)	Employer Cost	Pay Period Cost
Select Waive				\$0.00
Select COVA Hlt/Aur + Prev Den	\$54.00		\$1932.00	\$54.00
Select COVA Hlt/Aur + Exp Den&Vis	\$170.00		\$1932.00	\$170.00
Select COVA Hlt/Aur + Exp Den	\$140.00		\$1932.00	\$140.00
Select COVA High Ded Plan + PrevDen			\$1704.00	\$0.00
Select COVA High Ded Plan + Exp Den	\$88.00		\$1704.00	\$88.00
Select COVA Care + Prev Dental	\$306.00		\$1935.00	\$306.00
<input checked="" type="checkbox"/> COVA Cr+Prev Den+Out-of-rtak	\$359.00		\$1935.00	\$359.00
Select COVA Care + Expanded Dental	\$395.00		\$1935.00	\$395.00
Select COVA Cr+Exp Den+Out-of-rtak	\$448.00		\$1935.00	\$448.00
Select COVA Cr+Exp Den+Vision&Hmg	\$448.00		\$1935.00	\$448.00
Select COVA+ExpDen+Out-of-rtak+Vis&Hr	\$500.00		\$1935.00	\$500.00
Select Sentara (Optima)	\$272.00		\$1907.00	\$272.00
Select TRICARE	\$161.00			\$161.00

At the bottom left of the plan table is an 'Overview of All Plans' button.

32. Within the **Enroll Your Dependents** section, select the **Enroll** checkbox option for each dependent you want covered for the new plan year.

Note: As you select dependents, the coverage costs below will update accordingly.

The **Medical** page refreshes.



The screenshot shows the 'Medical' enrollment page. At the top, there are 'Cancel' and 'Done' buttons. Below is the 'Enroll Your Dependents' section with a table of dependents:

Dependents	Relationship
<input checked="" type="checkbox"/> Mini Wheats	Spouse
<input checked="" type="checkbox"/> Cookie Crisp	Child
<input checked="" type="checkbox"/> New Baby	Child

Below the dependents is an 'Add Dependent' button. The main section is 'Enroll in Your Plan', which includes a note: 'The Family Cost showing is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage cost, select the help icon next to each plan option.' Below this is a table of health plans:

Plan Name	Cost (Before Tax)	Cost (After Tax)	Employer Cost	Pay Period Cost
<input type="button" value="Select"/> Waive				\$0.00
<input type="button" value="Select"/> COVA HIB/Aur + Prev Den	\$54.00		\$1932.00	\$54.00
<input type="button" value="Select"/> COVA HIB/Aur + Exp Den&Vis	\$170.00		\$1932.00	\$170.00
<input type="button" value="Select"/> COVA HIB/Aur + Exp Den	\$140.00		\$1932.00	\$140.00
<input type="button" value="Select"/> COVA High Ded Plan + PrevDen			\$1704.00	\$0.00
<input type="button" value="Select"/> COVA High Ded Plan + Exp Den	\$88.00		\$1704.00	\$88.00
<input type="button" value="Select"/> COVA Care + Prev Dental	\$306.00		\$1935.00	\$306.00
<input checked="" type="checkbox"/> COVA-C+Prev Den+Out-of-netk	\$359.00		\$1935.00	\$359.00
<input type="button" value="Select"/> COVA Care + Expanded Dental	\$395.00		\$1935.00	\$395.00
<input type="button" value="Select"/> COVA C+Exp Den+Out-of-netk	\$448.00		\$1935.00	\$448.00
<input type="button" value="Select"/> COVA C+Exp Den+Vision&Hmg	\$448.00		\$1935.00	\$448.00
<input type="button" value="Select"/> COVA-ExpDen+Out-of-netk+V&Hr	\$500.00		\$1935.00	\$500.00
<input type="button" value="Select"/> Stentara (Optima)	\$272.00		\$1907.00	\$272.00
<input type="button" value="Select"/> TRICARE	\$161.00			\$161.00

At the bottom left of the table is an 'Overview of All Plans' button. At the top right of the page is a 'Resources' section with links to COVA HealthAware, Anthem, Optima Health, and Tricare.

33. Within the **Enroll in Your Plan** section, select the Health Plan you wish to enroll in for the new plan year by clicking the corresponding **Select** button.

Note: Optionally click the blue **Information** icon for any of the plans to view additional information. There are also links in the **Resources** section of the page that can be used to view additional information.



ESS_How to Make Open Enrollment Elections

The **Medical** page refreshes with the selected plan. A green checkmark displays for the selected plan.

The screenshot shows the 'Medical' enrollment page. At the top right, there is a 'Done' button. Below the header, there is a section for 'Enroll Your Dependents' with a table of dependents:

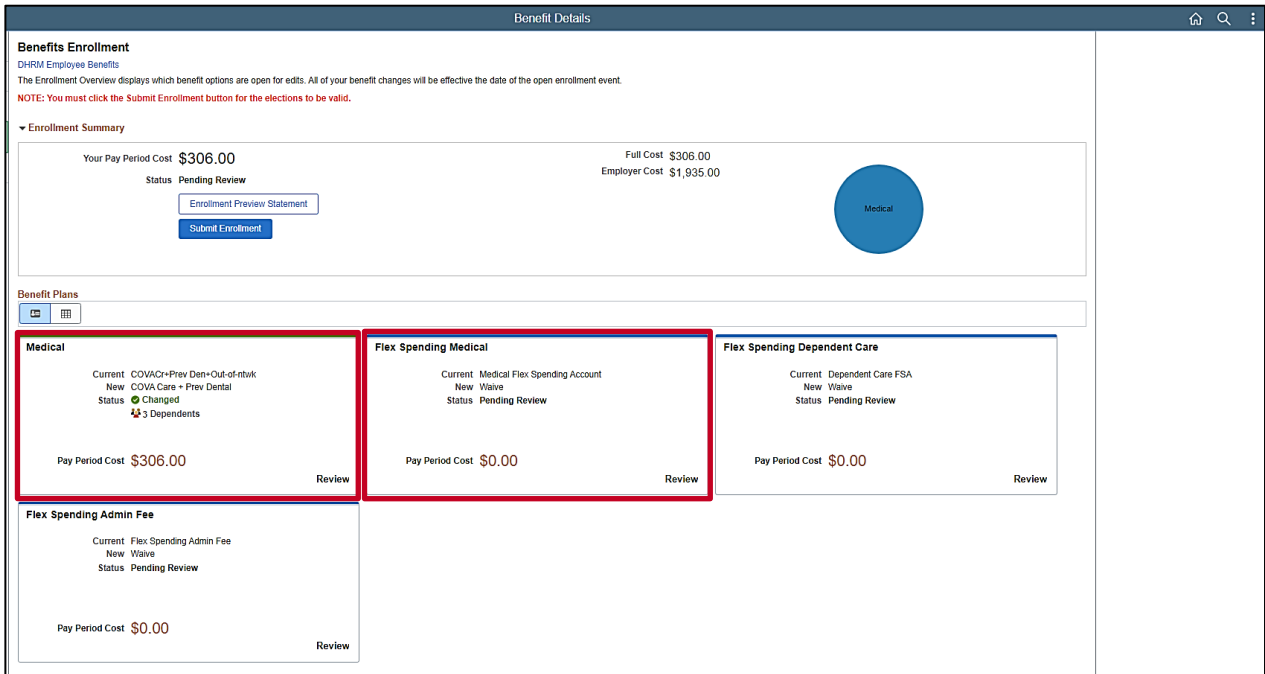
Dependents	Relationship
<input checked="" type="checkbox"/> Mrs Wheat	Spouse
<input checked="" type="checkbox"/> Cookie Crisp	Child
<input checked="" type="checkbox"/> New Baby	Child

Below this is an 'Add Dependent' button. The main section is 'Enroll in Your Plan', which includes a table of plan options. The 'COVA Care + Prev Dental' plan is selected, indicated by a green checkmark and a red box around the row.

Plan Name	Cost (Before Tax)	Cost (After Tax)	Employer Cost	Pay Period Cost
Select Waive				\$0.00
Select COVA Hbb/Aur + Prev Den	\$54.00	\$1932.00	\$1932.00	\$54.00
Select COVA Hbb/Aur + Exp Den&Vis	\$170.00	\$1932.00	\$1932.00	\$170.00
Select COVA Hbb/Aur + Exp Den	\$140.00	\$1932.00	\$1932.00	\$140.00
Select COVA High Ded Plan + PrevDen		\$1704.00	\$1704.00	\$0.00
Select COVA High Ded Plan + Exp Den	\$58.00	\$1704.00	\$1704.00	\$58.00
<input checked="" type="checkbox"/> COVA Care + Prev Dental	\$306.00	\$1935.00	\$1935.00	\$306.00
Select COVA Cr+Prev Den+Out-of-rtak	\$359.00	\$1935.00	\$1935.00	\$359.00
Select COVA Care + Expanded Dental	\$395.00	\$1935.00	\$1935.00	\$395.00
Select COVA Cr+Exp Den+Out-of-rtak	\$448.00	\$1935.00	\$1935.00	\$448.00
Select COVA Cr+Exp Den+Vision&Hmg	\$448.00	\$1935.00	\$1935.00	\$448.00
Select COVA+ExpDen+Out-of-rtak+Vis&Hr	\$500.00	\$1935.00	\$1935.00	\$500.00
Select Sentara (Optima)	\$272.00	\$1907.00	\$1907.00	\$272.00
Select TRICARE	\$161.00			\$161.00

34. Click the **Done** button in the upper right-hand corner of the page.

The **Benefit Details** page returns.



The screenshot shows the 'Benefit Details' page with the following information:

- Benefits Enrollment:** DHRM Employee Benefits. The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event. **NOTE: You must click the Submit Enrollment button for the elections to be valid.**
- Enrollment Summary:**
 - Your Pay Period Cost: **\$306.00**
 - Status: Pending Review
 - Full Cost: \$306.00
 - Employer Cost: \$1,935.00
 - Buttons: Enrollment Preview Statement, Submit Enrollment
 - Medical tile icon
- Benefit Plans:**
 - Medical:**
 - Current: COVACR+Prev Den+Out-of-rtwk
 - New: COVs Care + Prev Dental
 - Status: **Changed**
 - Dependents: 3
 - Pay Period Cost: **\$306.00**
 - Review button
 - Flex Spending Medical:**
 - Current: Medical Flex Spending Account
 - New: Waive
 - Status: Pending Review
 - Pay Period Cost: **\$0.00**
 - Review button
 - Flex Spending Dependent Care:**
 - Current: Dependent Care FSA
 - New: Waive
 - Status: Pending Review
 - Pay Period Cost: **\$0.00**
 - Review button
 - Flex Spending Admin Fee:**
 - Current: Flex Spending Admin Fee
 - New: Waive
 - Status: Pending Review
 - Pay Period Cost: **\$0.00**
 - Review button

35. Review the updated information in the **Medical** tile.

Note: The **Medical** tile now displays the coverage selected in the **New** row and the number of dependents enrolled along with the Pay Period Cost for the new plan year. Additionally, the **Medical** tile now has a Status of "Changed".

36. Click the **Flex Spending Medical** tile.

Note: Flex Spending accounts must re-elected each year (it is currently waived in this example but will be elected for this plan year).

The **Flex Spending Medical** page displays.



The screenshot shows the 'Flex Spending Medical' page with the following information:

- Buttons: Cancel, Done
- Enroll in Your Plan:**
 - Plan Name: _____
 - Waive (checked)
 - Select** Medical Flex Spending Account

37. Click the **Select** button to elect the Flex Spending Medical plan.

ESS_How to Make Open Enrollment Elections

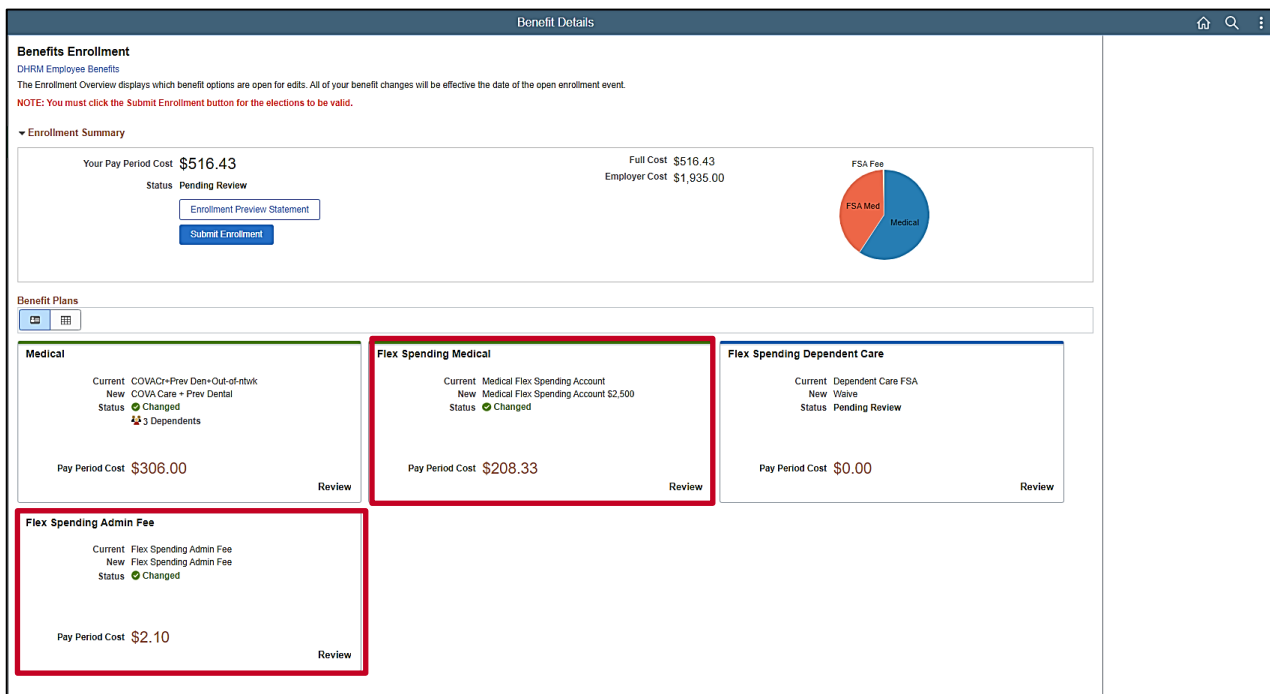
The **Flex Spending Medical** page refreshes.



38. Enter the applicable amount in the **Annual Pledge** field. The amount entered must be the amount you want to come out of your pay for the **entire** plan year.

39. Click the **Done** button in the upper right-hand corner of the page.

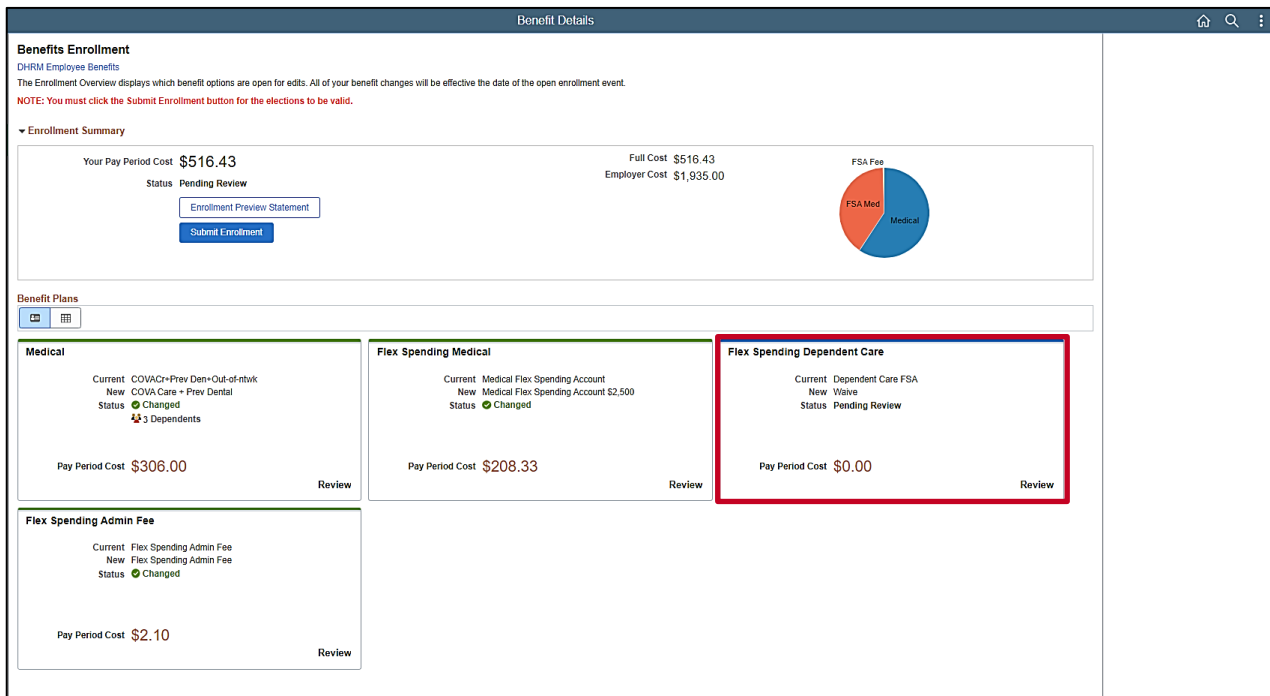
The **Benefit Details** page returns.



40. Review the updated information in the **Flex Spending Medical** tile.

Note: The **Flex Spending Medical** tile now displays the plan as selected in the **New** row along with the Pay Period Cost for the new plan year. Additionally, the **Flex Spending Medical** tile now has a Status of “Changed”.

41. Review the **Flex Spending Admin Fee** tile. Once either a Flex Spending Medical or Flex Spending Dependent Care plan is enrolled in, the system automatically enrolls you in the Flex Spending Admin Fee and this cannot be updated. If you are not enrolling in a Flex Spending Dependent Care plan, skip to Step 46.

ESS_How to Make Open Enrollment Elections


Benefits Enrollment
 DHRM Employee Benefits
 The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.
 NOTE: You must click the **Submit Enrollment** button for the elections to be valid.

▼ Enrollment Summary

Your Pay Period Cost **\$516.43** Full Cost \$516.43
 Status Pending Review Employer Cost \$1,935.00

Enrollment Preview Statement
 Submit Enrollment

Benefit Plans

Medical	Flex Spending Medical	Flex Spending Dependent Care
Current: COVACr+Prev Den+Out-of-rtvk New: COVA Care + Prev Dental Status: Changed Dependents: 2	Current: Medical Flex Spending Account New: Medical Flex Spending Account \$2,500 Status: Changed	Current: Dependent Care FSA New: Waive Status: Pending Review
Pay Period Cost: \$306.00	Pay Period Cost: \$208.33	Pay Period Cost: \$0.00
Review	Review	Review

Flex Spending Admin Fee

Current: Flex Spending Admin Fee
 New: Flex Spending Admin Fee
 Status: Changed

Pay Period Cost: **\$2.10** Review

42. Click the **Flex Spending Dependent Care** tile.

Note: Flex Spending accounts must re-elected each year (it is currently waived in this example but will be elected for this plan year).

The **Flex Spending Dependent Care** page displays.



Flex Spending Dependent Care

▼ Enroll in Your Plan

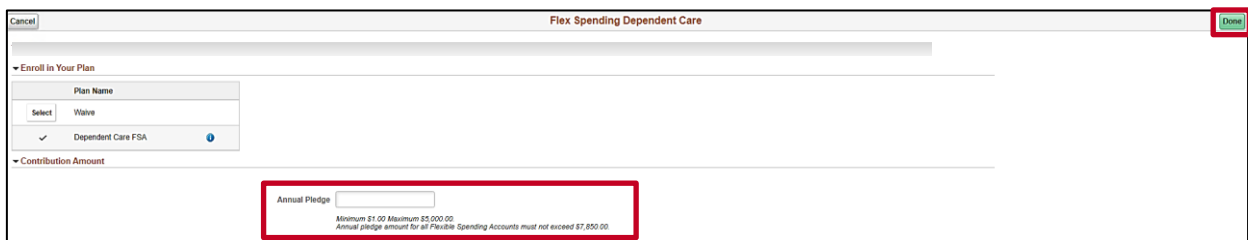
Plan Name

Waive

Select Dependent Care FSA

43. Click the **Select** button to elect the Flex Spending Dependent Care plan.

The **Flex Spending Dependent Care** page refreshes.



Flex Spending Dependent Care

▼ Enroll in Your Plan

Plan Name

Select Waive

Dependent Care FSA

▼ Contribution Amount

Annual Pledge

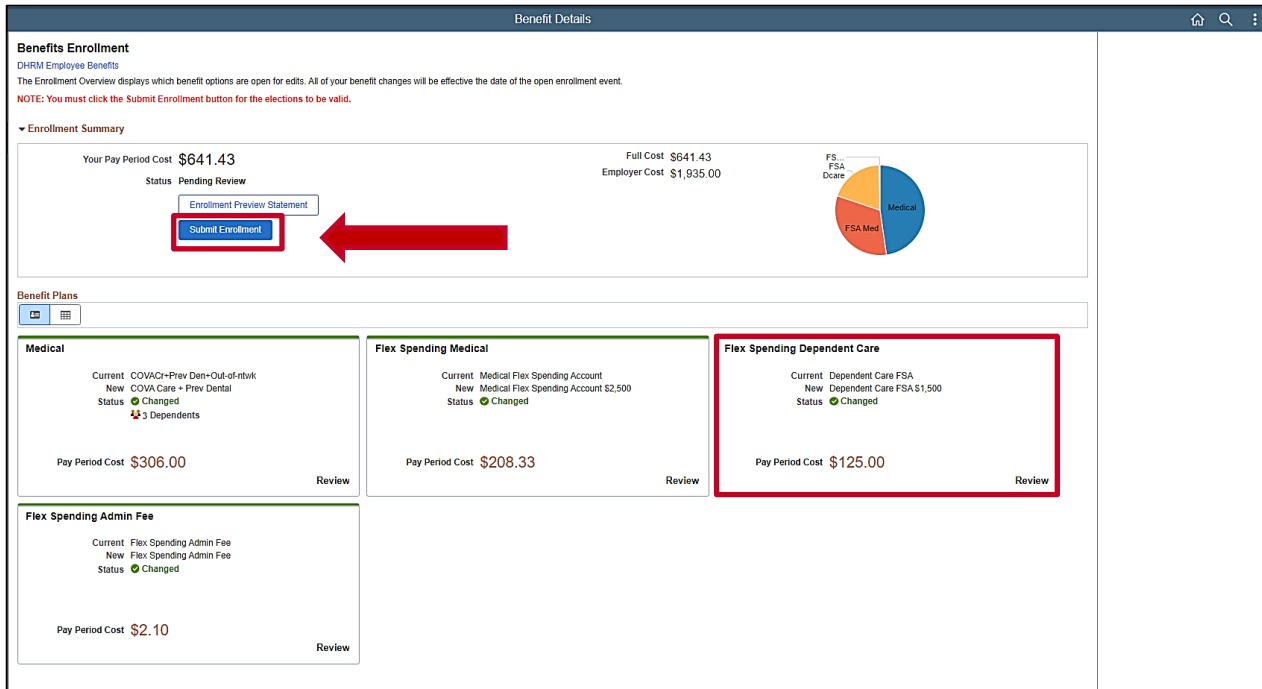
Minimum \$1.00 Maximum \$5,000.00
 Annual pledge amount for all Flexible Spending Accounts must not exceed \$7,850.00

Done

44. Enter the applicable amount in the **Annual Pledge** field. The amount entered must be the amount you want to come out of your pay for the **entire** plan year.

45. Click the **Done** button in the upper right-hand corner of the page.

The **Benefits Details** page returns.

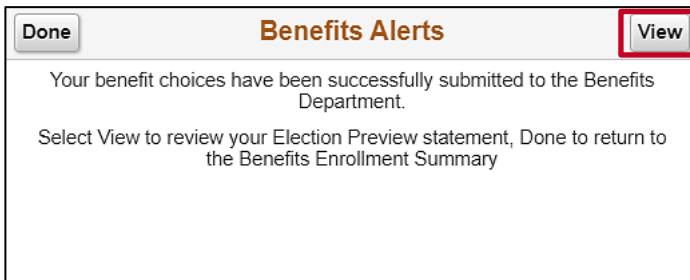


The screenshot shows the 'Benefit Details' page for 'Benefits Enrollment'. At the top, it displays 'Your Pay Period Cost \$641.43' and 'Full Cost \$641.43'. Below this, there are buttons for 'Enrollment Preview Statement' and 'Submit Enrollment'. The 'Submit Enrollment' button is highlighted with a red box, and a red arrow points to it from the right. To the right of the buttons is a pie chart showing the cost breakdown: FSA, FSA Dcare, and Medical. Below the enrollment summary, there are four benefit plan cards: 'Medical', 'Flex Spending Medical', 'Flex Spending Dependent Care', and 'Flex Spending Admin Fee'. The 'Flex Spending Dependent Care' card is highlighted with a red border. Each card shows current and new plan details, status (Changed), and pay period cost.

46. Review your elections and then click the **Submit Enrollment** button.

Note: This step must be performed to submit your open enrollment elections.

A **Benefits Alerts** message displays in a pop-up window.



The screenshot shows a 'Benefits Alerts' pop-up window. At the top, there are 'Done' and 'View' buttons. The 'View' button is highlighted with a red box. The main text of the alert reads: 'Your benefit choices have been successfully submitted to the Benefits Department. Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary'.

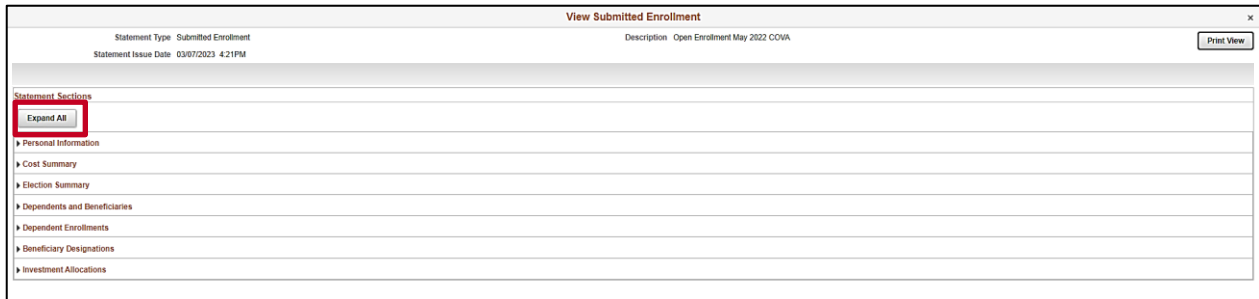
47. Click the **View** button to review your Election Preview Statement.

Note: If you don't want to review your Election Preview Statement, click the **Done** button and you have completed the open enrollment process.



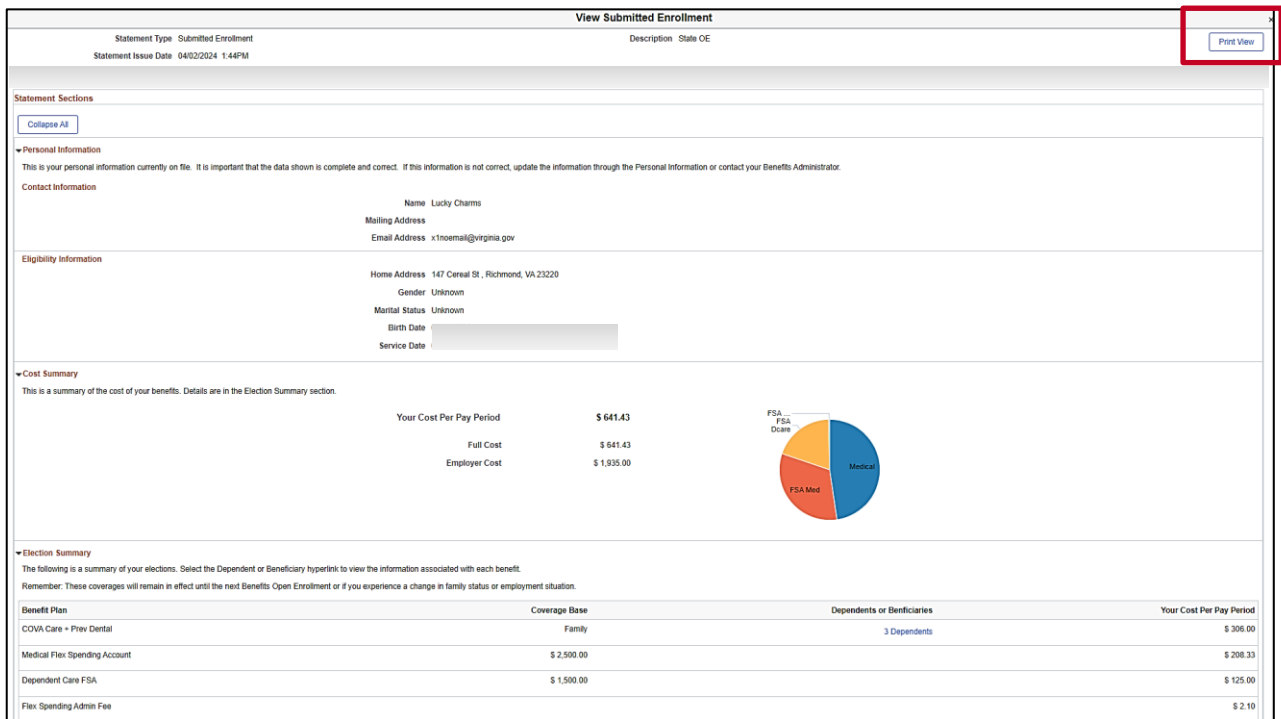
ESS_How to Make Open Enrollment Elections

The **View Submitted Enrollment** page displays.



48. Click the **Expand All** button.

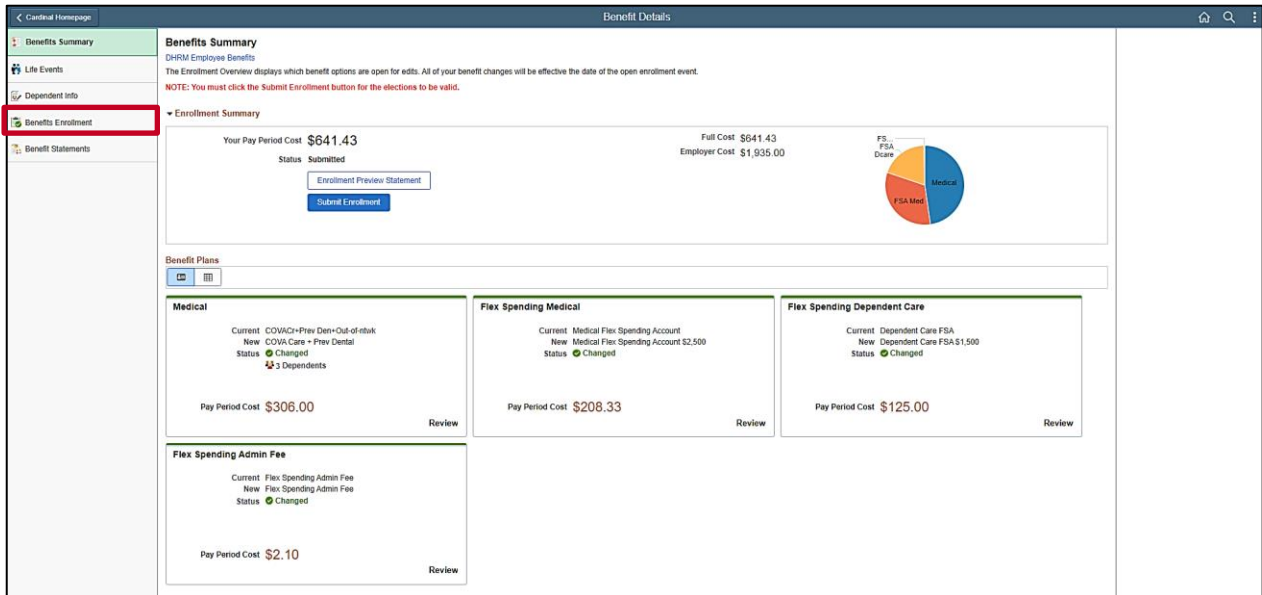
The page refreshes and the detailed information displays.



49. Review the enrollment information as needed. Optionally, click the **Print View** button to print the Election Preview Statement.

50. Once complete, click the **Close (X)** icon to return to the **Benefit Details** page.

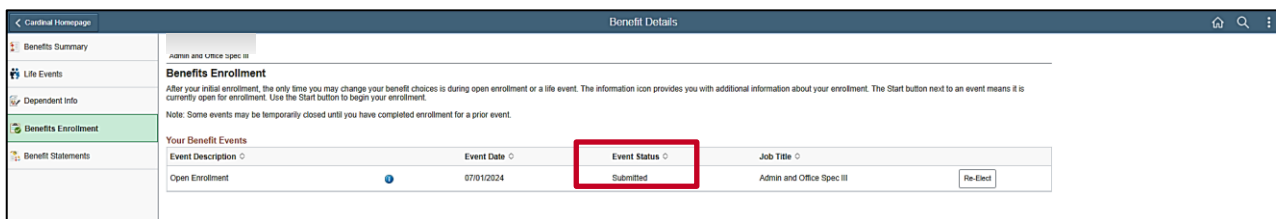
The **Benefit Details** page returns.



The screenshot shows the 'Benefit Details' page. On the left-hand side, the 'Benefits Enrollment' menu item is highlighted with a red box. The main content area displays the 'Enrollment Summary' with a 'Your Pay Period Cost' of \$641.43 and a 'Status' of 'Submitted'. Below this, there are four benefit plan cards: 'Medical' (Pay Period Cost \$306.00), 'Flex Spending Medical' (Pay Period Cost \$208.33), 'Flex Spending Dependent Care' (Pay Period Cost \$125.00), and 'Flex Spending Admin Fee' (Pay Period Cost \$2.10). Each card shows current and new plan details and a 'Review' button.

51. Click the **Benefits Enrollment** menu item on the left-hand side of the page.

The **Benefits Enrollment** page redispays.



The screenshot shows the 'Benefits Enrollment' page. The 'Benefits Enrollment' menu item is highlighted with a green box. Below the header, there is a table titled 'Your Benefit Events' with columns for 'Event Description', 'Event Date', 'Event Status', and 'Job Title'. The first row shows 'Open Enrollment' with an event date of 07/01/2024 and an event status of 'Submitted', which is highlighted with a red box. A 'Re-Elect' button is visible next to the event.

Note: The Event Status now displays as “Submitted”. If you added a dependent during the open enrollment process, you must now submit the supporting documentation to your agency Benefits Administrator for the coverage to be transmitted to the Health Benefits Vendor. Supporting documentation must be submitted within 60 days of the Open Enrollment Event Date.

Congratulations! You have completed the benefit enrollment process for Open Enrollment. You will receive an email with your open enrollment confirmation statement.