OPEN ENROLLMENT

Select an Enrollment Method

ENROLL ONLINE

Conveniently review, select & submit your elections using a secure enrollment portal.

1. LOGIN

- **Visit:**

- **Enter your 9 Digit Social Security Number:** as your ID without dashes or spaces

- **Enter your 6 Digit PIN:** The last 4 digits of your SSN and the last 2 digits of your birth year. (*ex. if the last 4 of your SSN are 1234 and you were born in 1980, your pin is 123480*)

2. ENROLL

- By clicking the "**Next**" button to move from one benefit screen to the next
- Add dependent and beneficiary information
- Choose an election for every benefit by selecting "**enroll**" or "**waive**"

3. CONFIRM & FINALIZE

- Accuracy of your coverage requests
- Verify your enrollment status shows "**100% complete**"
- Finalize your enrollment elections by re-entering your 6 digit PIN

ENROLL OVER THE PHONE

Need enrollment help? Have questions about your options? Benefit counselors are available to help you enroll.

- **Number:**

- **Availability:**

ENROLL IN PERSON

Benefit counselors who know your benefits will be available on-site to help you enroll in person.

- **No Appointment Necesary**

- **Availability:**

ALL BENEFITS AND BENEFICIARY CHANGES MUST BE SUBMITTED BY: