# Open Enrollment

The Open Enrollment module allows members to manage their benefits enrollment. Each year during annual Open Enrollment, users can add or remove dependents, change benefit elections, and review beneficiary designations.

During Open Enrollment, access to the module is available from the Launchpad.

Select the Open Enrollment module to get started.
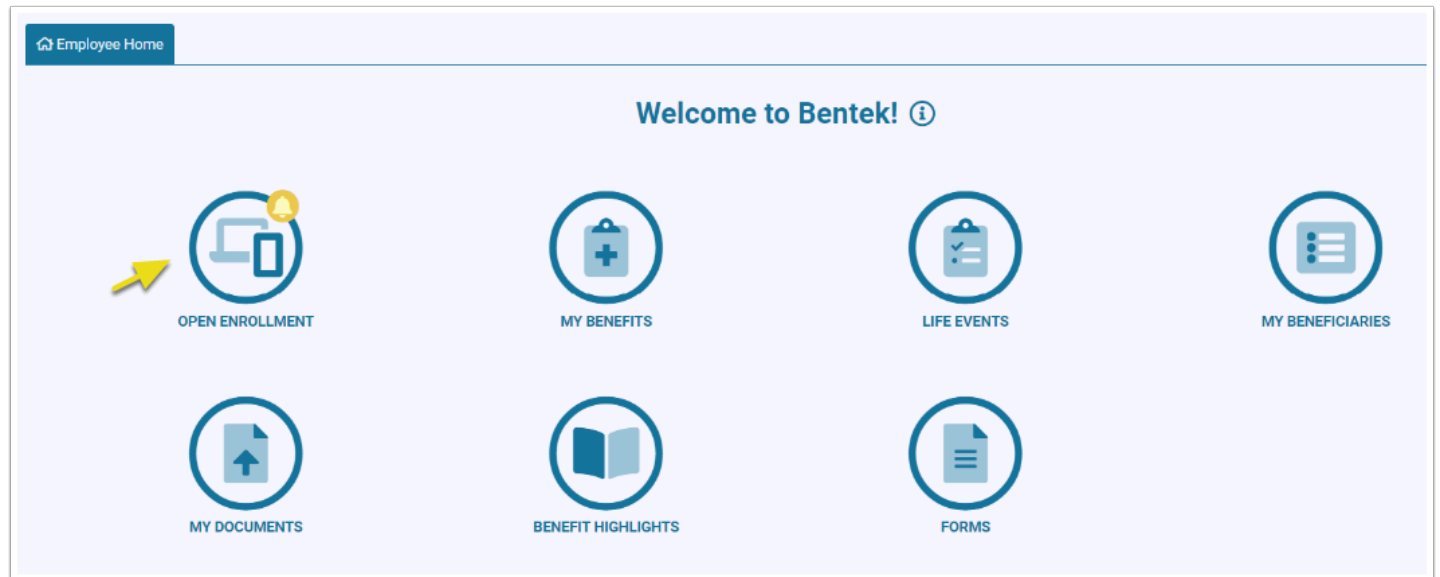
Members should select I Want to Make Changes to begin making elections for the new plan year. Members may see an option to Make No Changes (depending on site configuration), which allows them to simply confirm and continue existing elections.

OPEN ENROLLMENT

This year's annual enrollment will be held from **August 1, 2020 [12:00 AM EDT] to July 31, 2021 [12:00 PM EDT]**. During this enrollment period, you will be able to make new benefit elections or changes to your online, 24 hours a day.

| Make No Changes | I Want To Make Changes |

⌄ **My Elections as of 8/1/2021**

During this open enrollment, you are eligible to make changes to the following plans: Health, Wellness, Dental, Employee Assistance Program, Basic Life/AD&D, Supplemental EE Life/AD&D, Supplemental De Prepaid Legal/Identity Theft, and Supplemental Insurance.

If you have any questions please contact your Benefits Administrator.

Election	Deduction	Covered Dependents	Primary Beneficiaries	Contingent Beneficiaries
Short Term Disability - $760.28 Weekly	$0.00			
Long Term Disability - $3,139.25	$0.00			
EAP - EAP	$0.00			

For step by step help through open enrollment, continue to [My Information](#) article.

> ℹ️ Employees hired right before Open Enrollment may have access to both modules at the same time, New Hire Orientation and Open Enrollment.
> **New Hires should complete New Hire Orientation first, and then complete Open Enrollment.** The order is important since New Hires often have additional enrollment options such as guaranteed issue, etc.