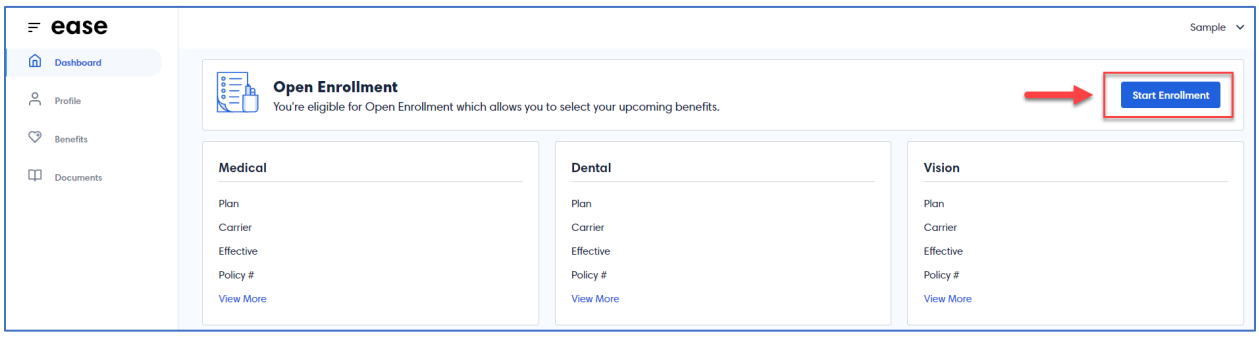
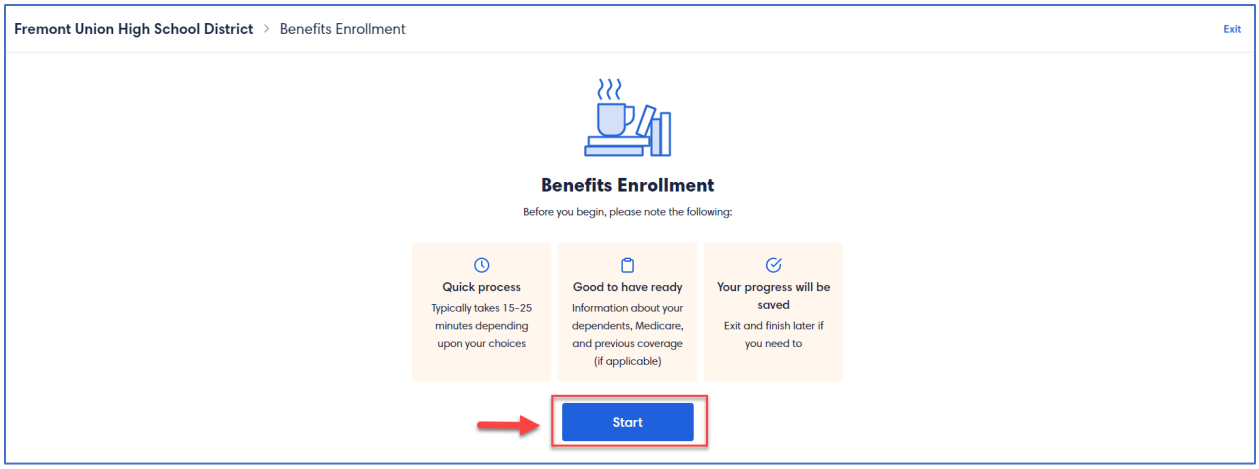
# Ease – Open Enrollment

From your Dashboard

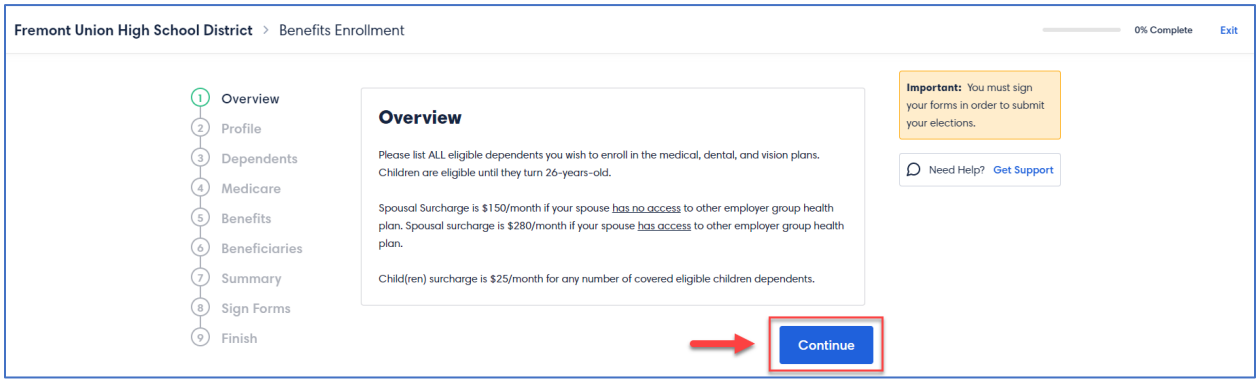
Click **Start Enrollment**.




Click **Start**.




Review the **Overview** message. Click **Continue**.



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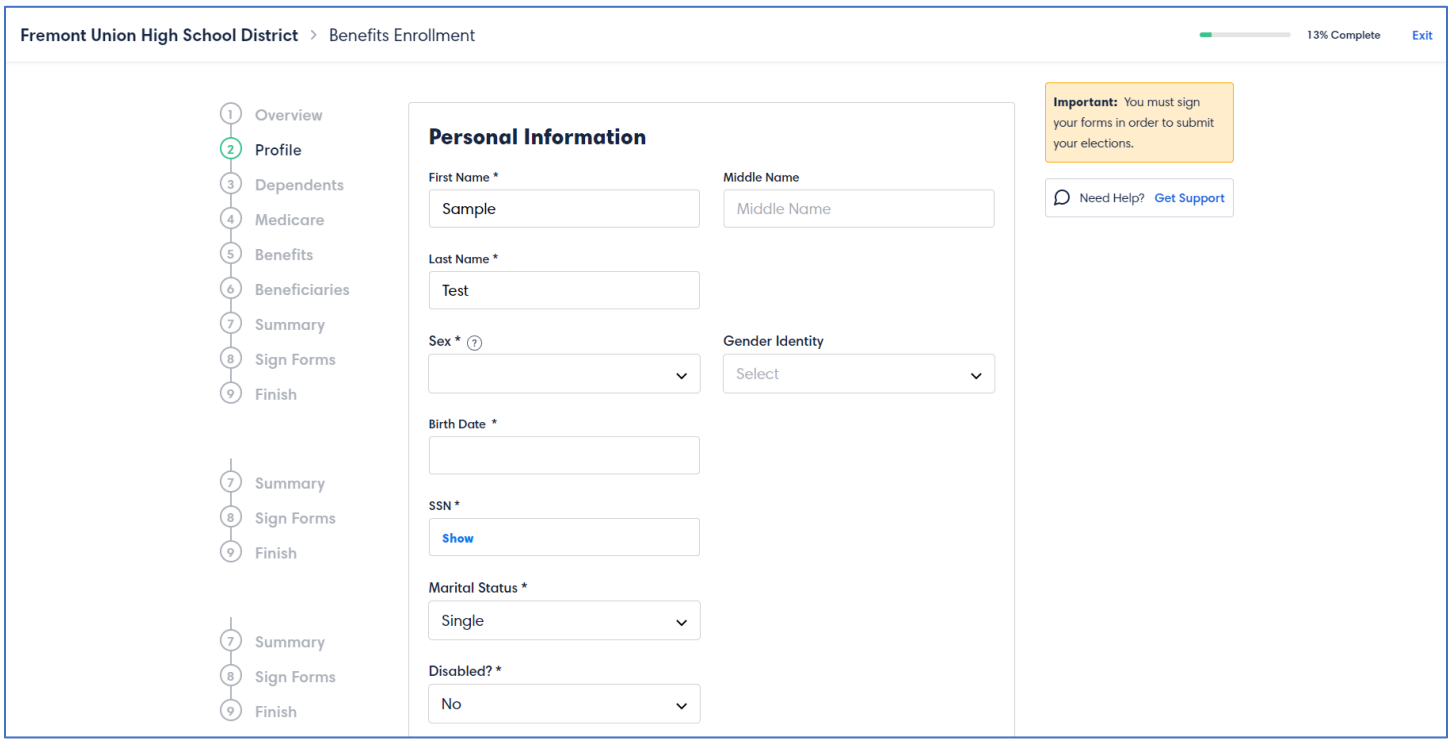
PROFILE

Enter/Update **Personal Information**.

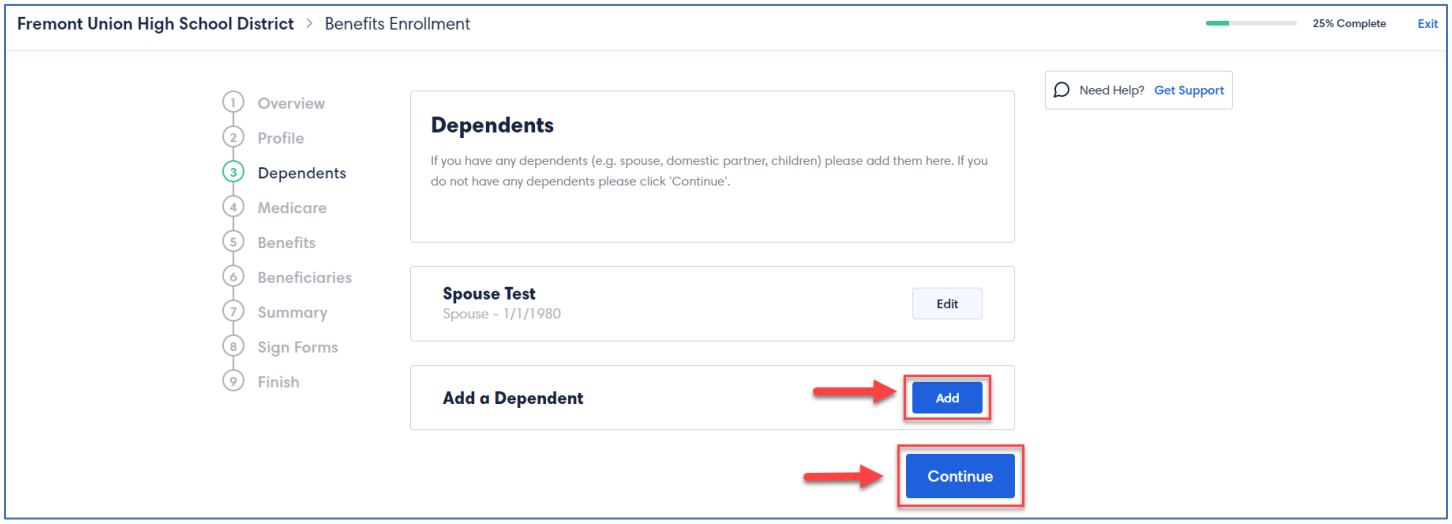
- The fields marked with an * are required.

Click **Continue**.




DEPENDENTS

Update or add dependents.
To add a new dependent, click **Add**. Enter the dependent information and click **Add Dependent**.
Click **Continue**.



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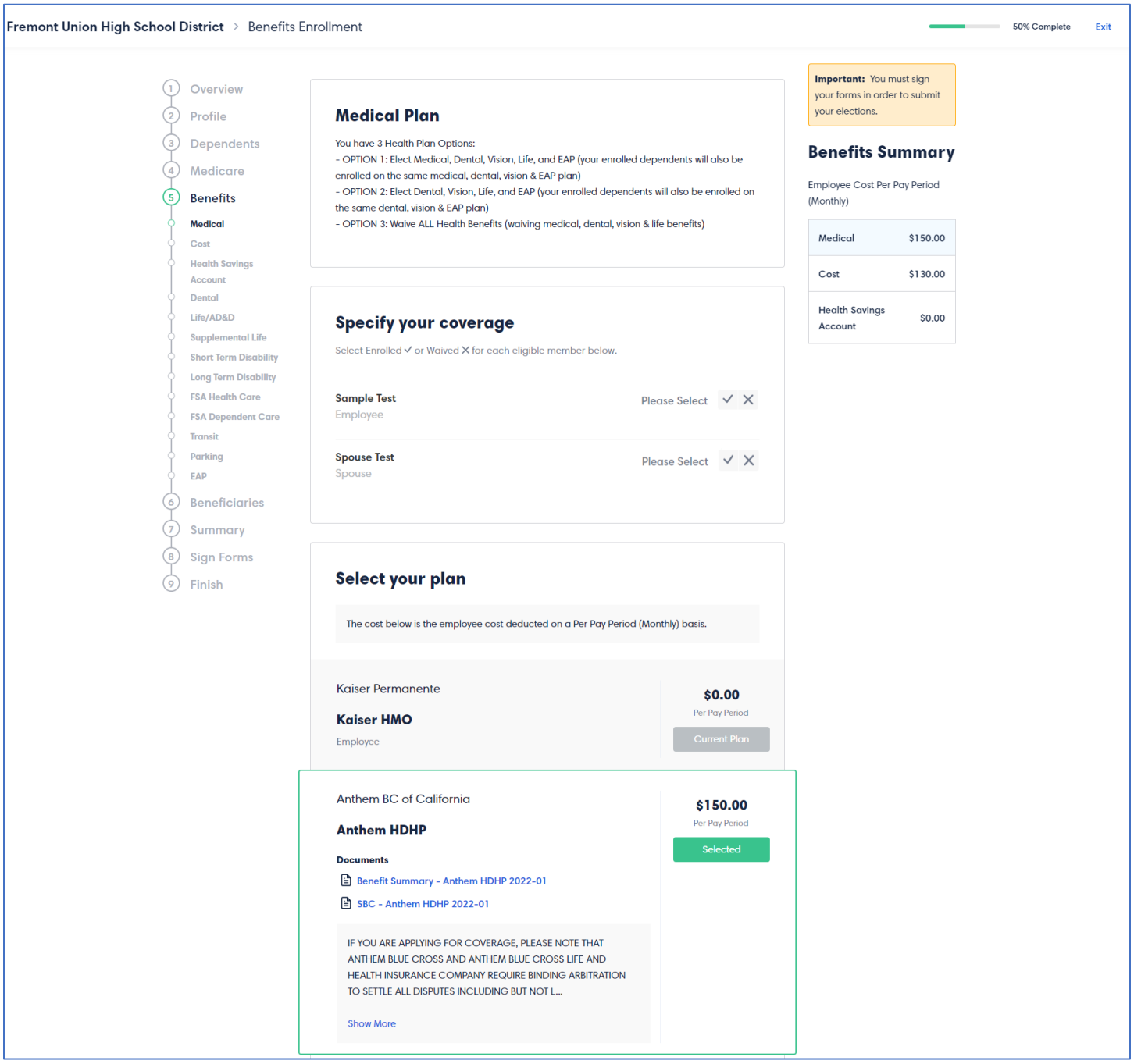
BENEFITS

To enroll, click the checkmark in **Specify your coverage.** Enrolled

To waive coverage, click the **x** in **Specify your coverage**. Waived

- Choose **Waive Reason**

Select the plan and make your election. Click **Continue**.
Repeat for all plan types.



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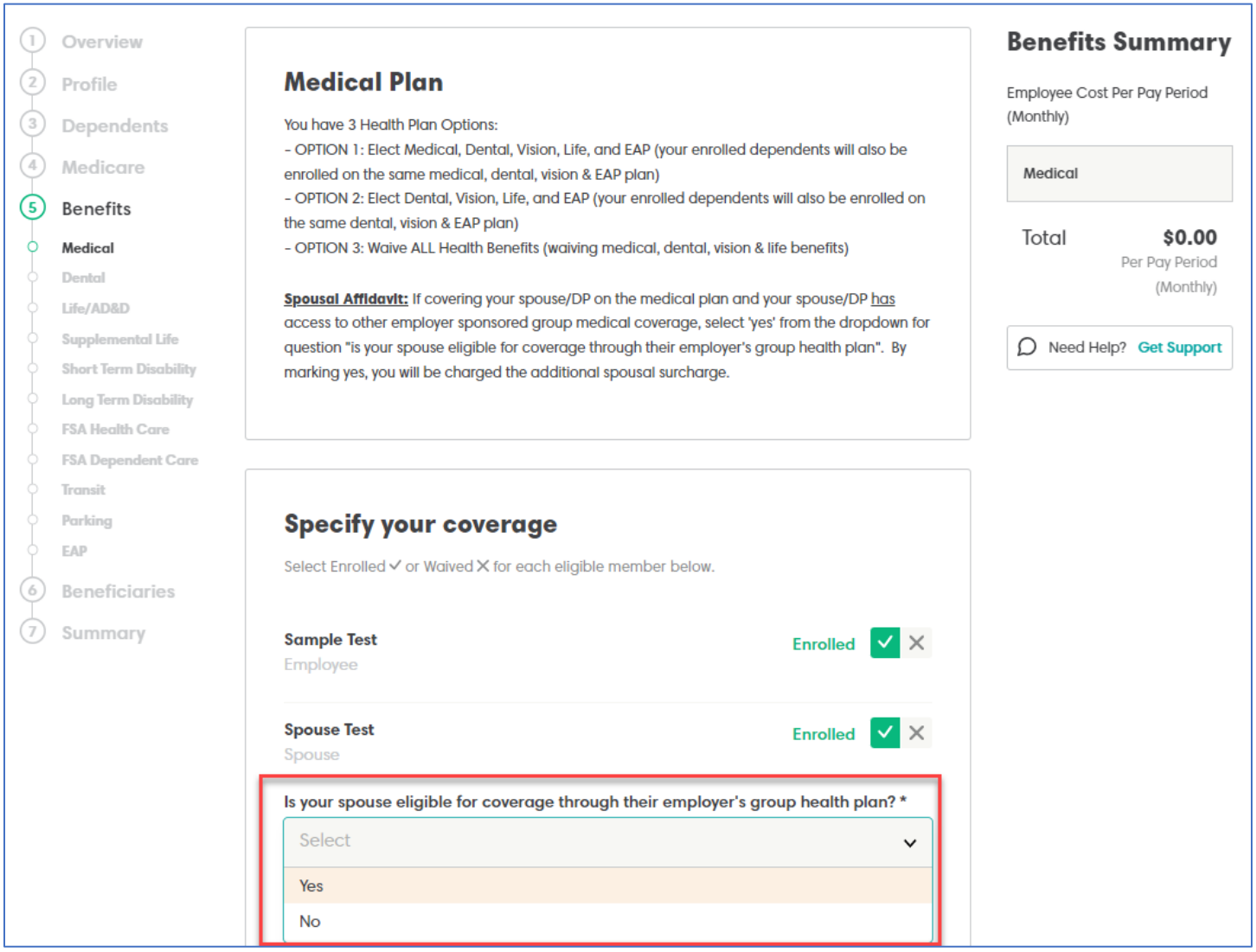
*Spousal Affidavit: If enrolling a spouse or domestic partner in medical coverage, you will be prompted to indicate if your spouse/DP has access to their employer's group health plan. If you mark 'Yes', you will be charged the surcharge for covering your spouse/DP.*



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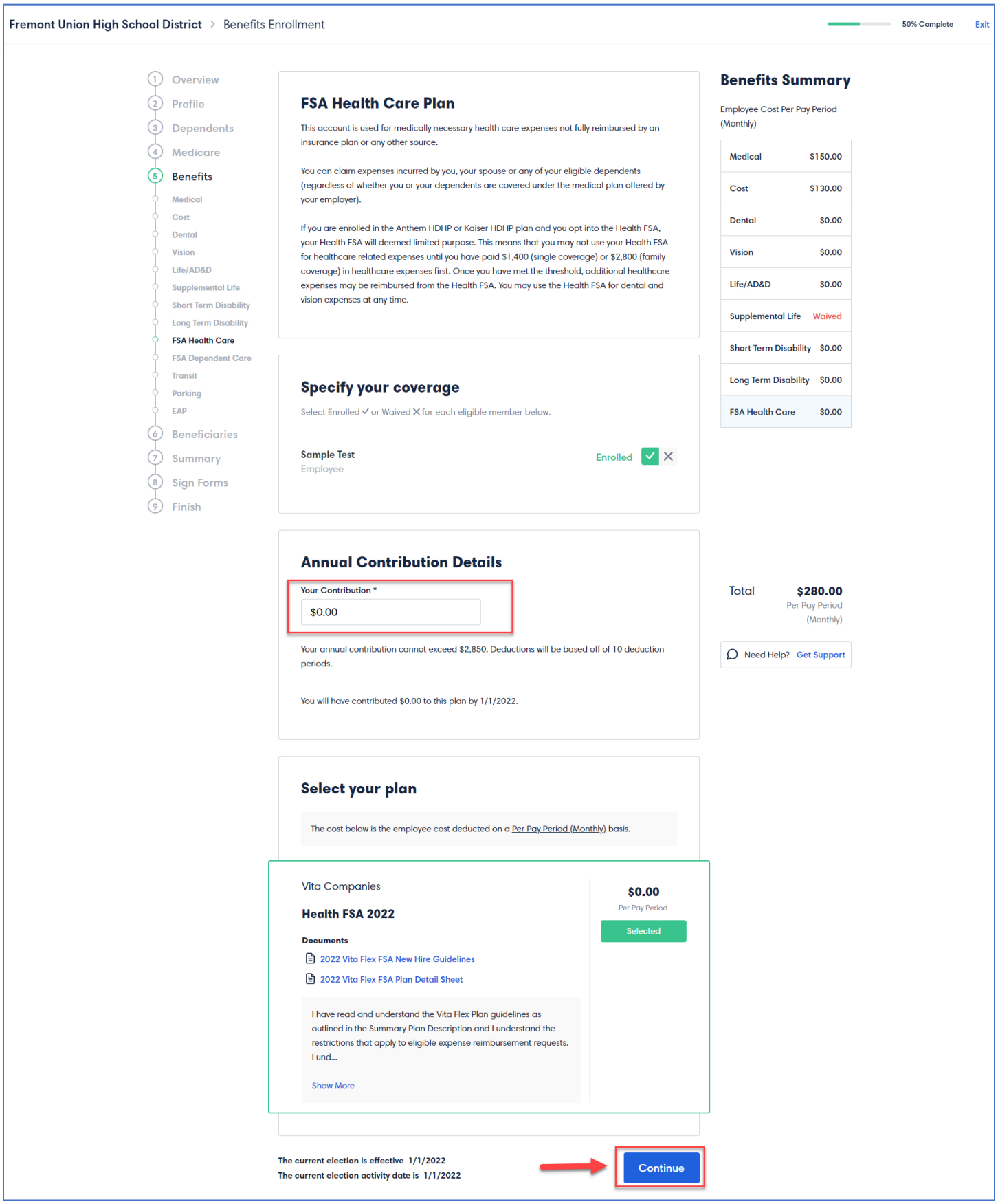
*<u>Pre-Tax plans:</u> If electing coverage, please enter your desired contribution. You are required to make a NEW FSA and HSA election each year. Elections from the prior year do not continue into the new year.*



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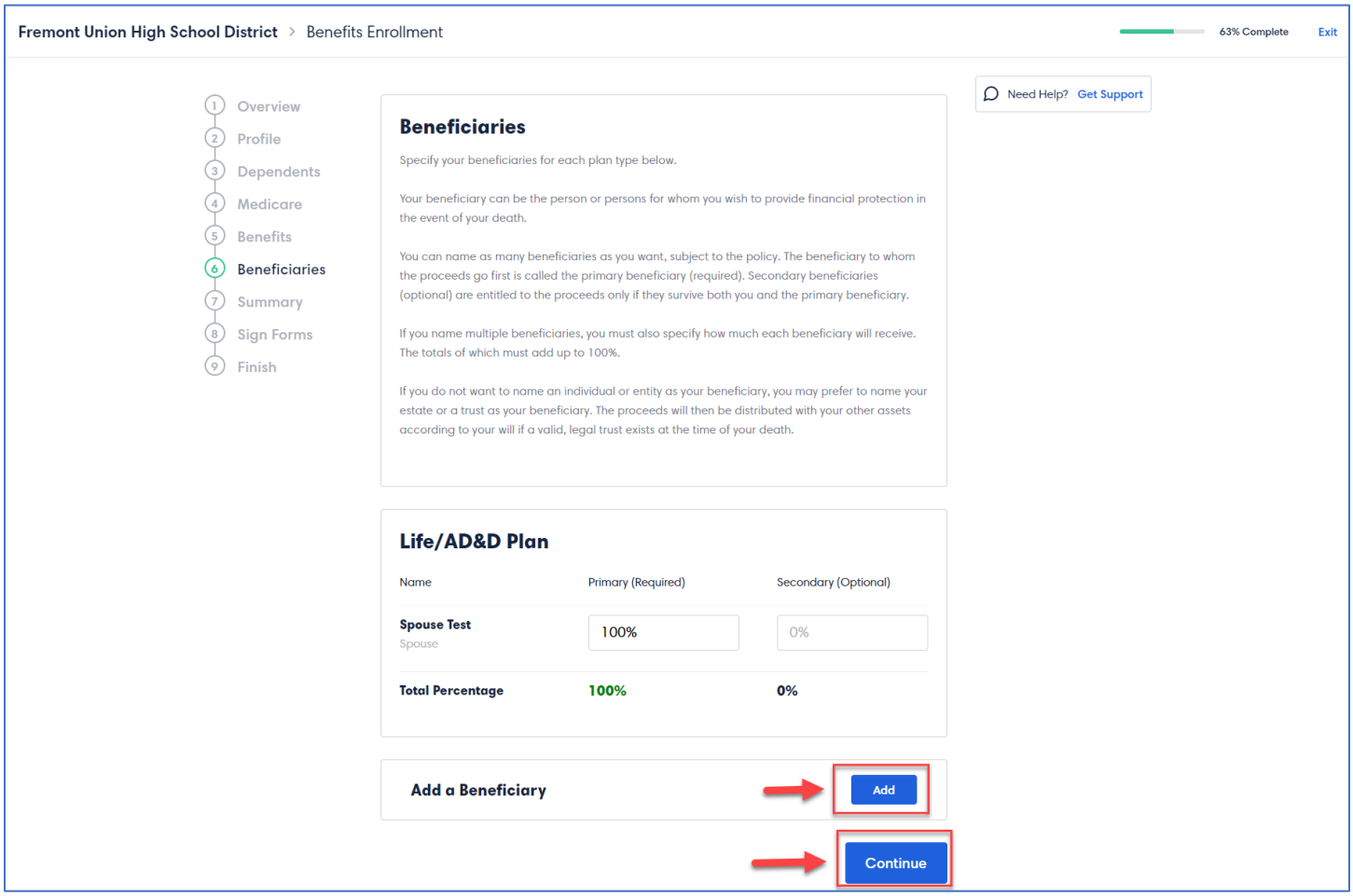
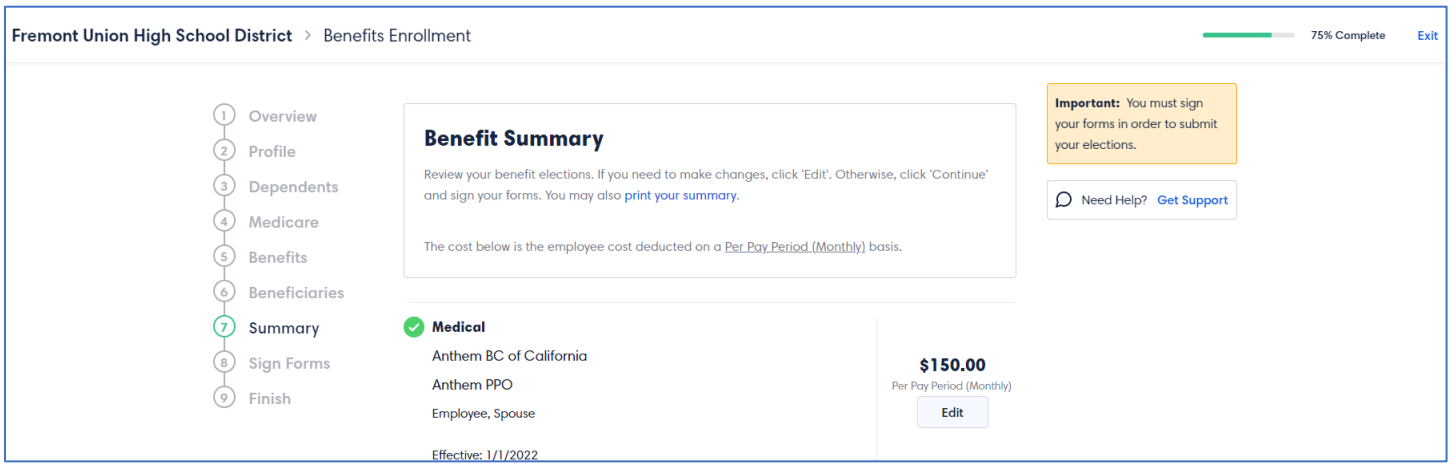
BENEFICIARIES

Update and add your beneficiaries.
To add a new beneficiary, click **Add**. Enter the beneficiary information and click **Add Beneficiary**.
Click **Continue**.




SUMMARY

Review your **Benefit Summary**. Click **Continue**.
If missing information is noted, click to review as needed. Click **Continue**.



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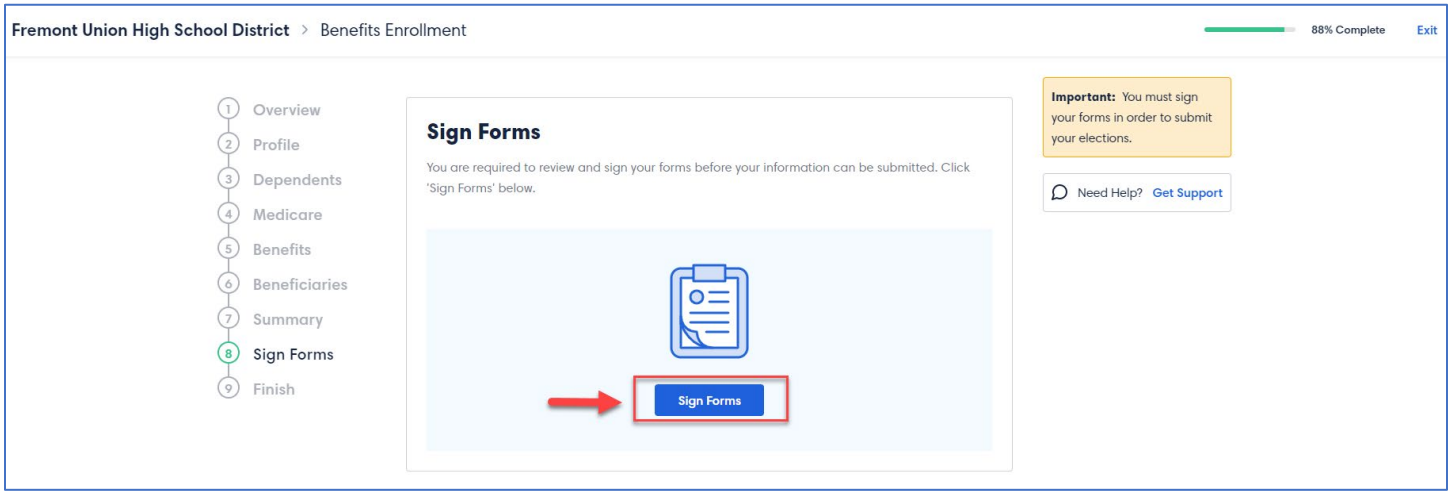
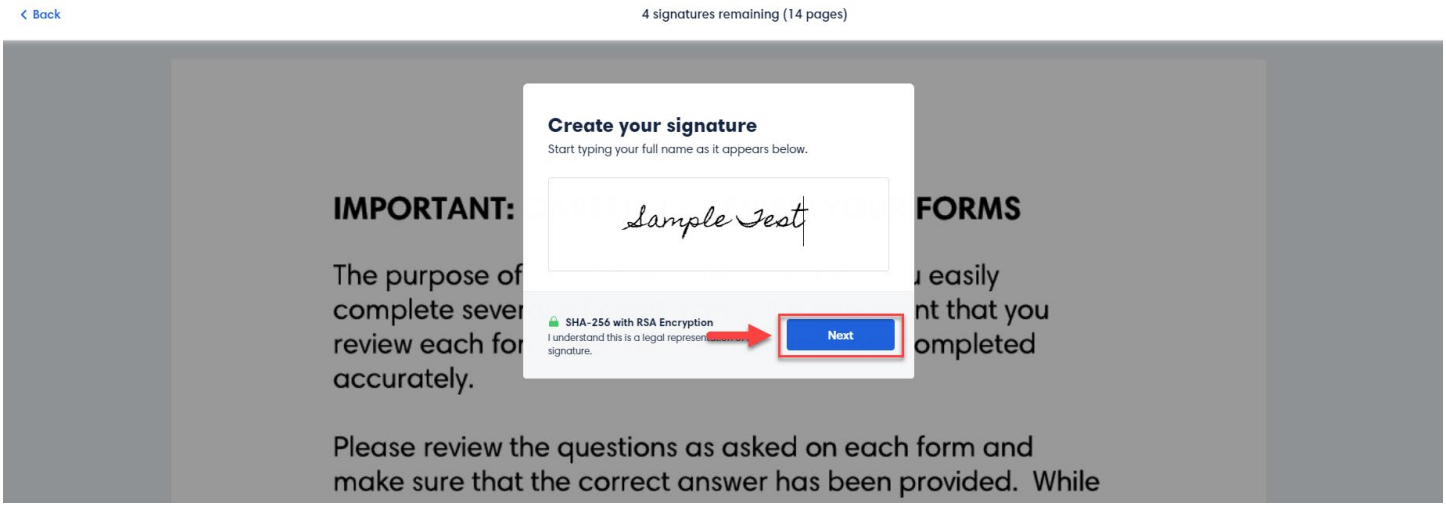
SIGN FORMS

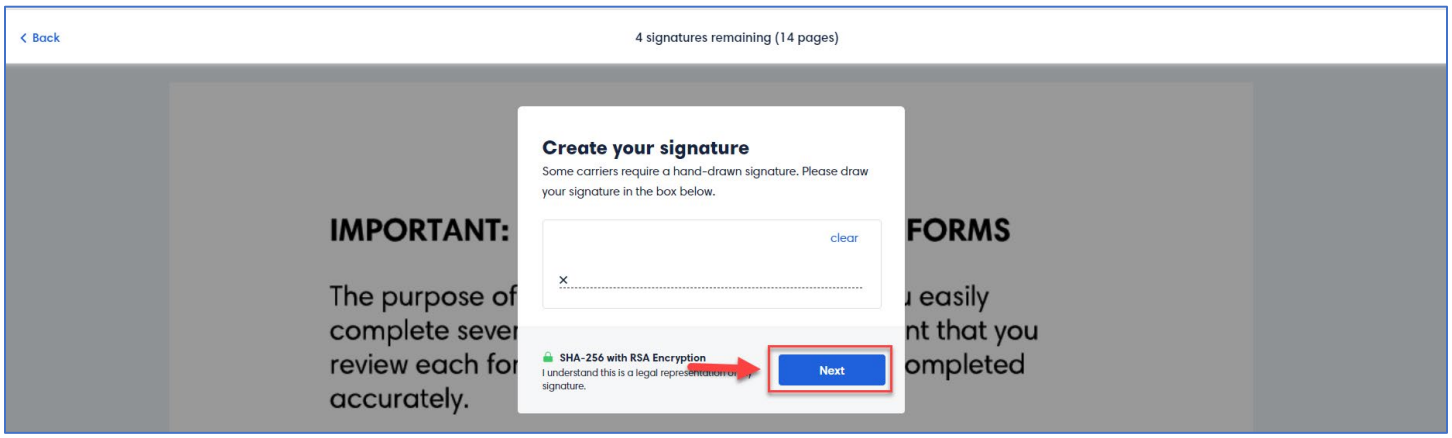
Click **Sign Forms**.




Type your full name as it appears in **Create your signature**. Click **Next**.




Using your mouse or touch screen, add a hand-drawn signature (*some carriers require hand-drawn signatures)*. Click **Next**.



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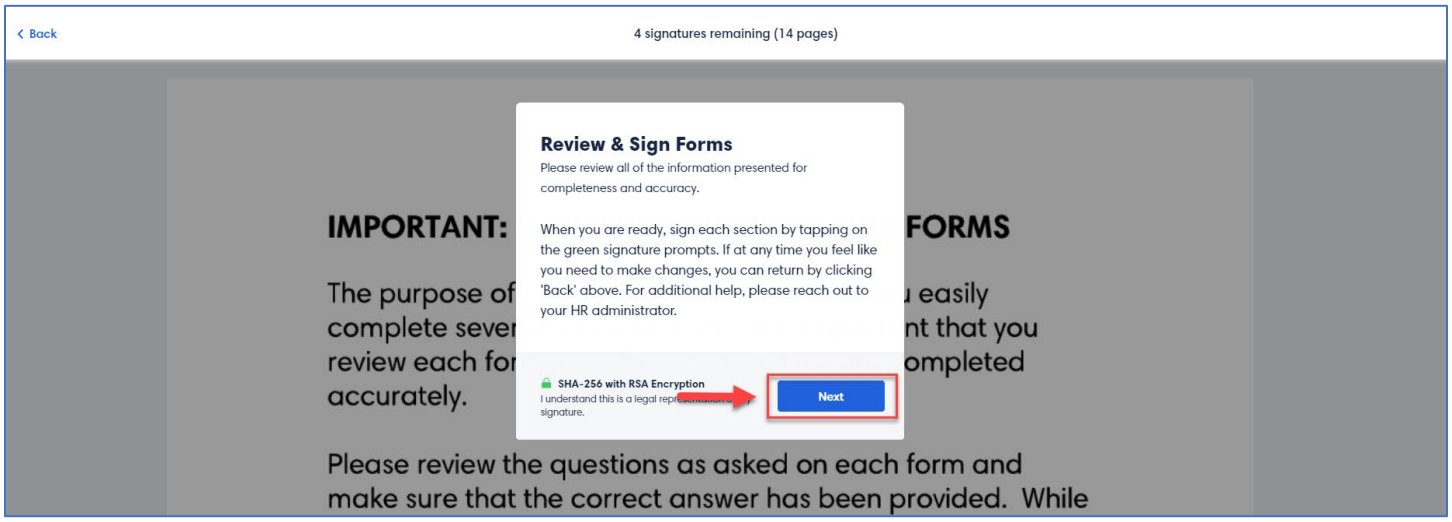
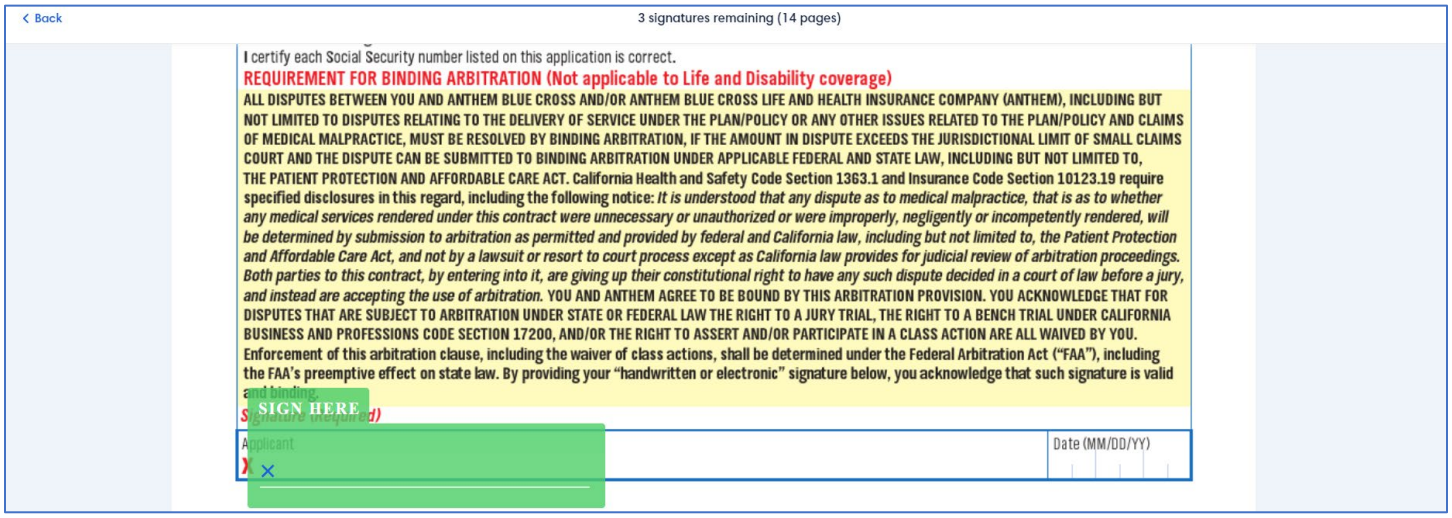
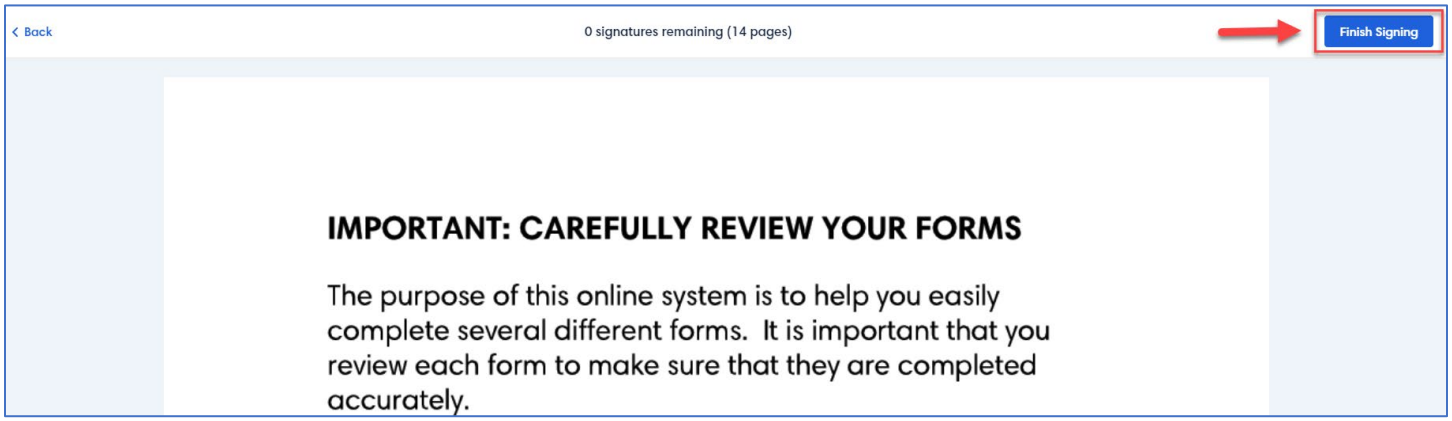
Review forms for completeness and accuracy. Click **Next**.




Tap each green signature prompt as they appear.




Once complete, click **Finish Signing**.



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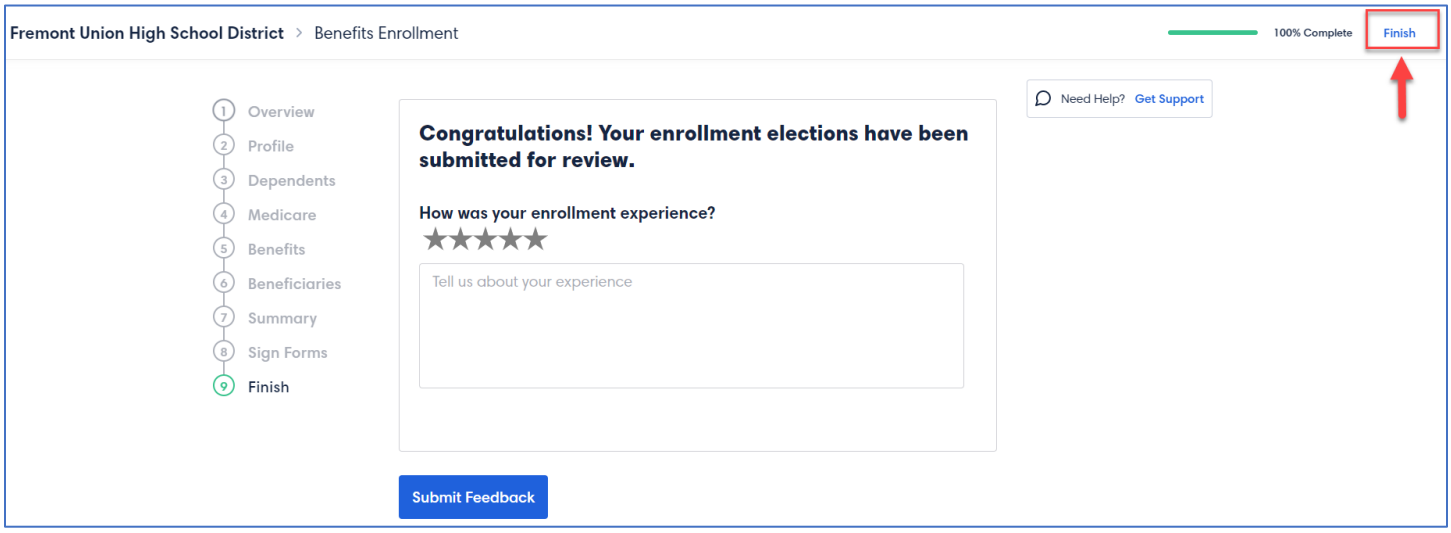
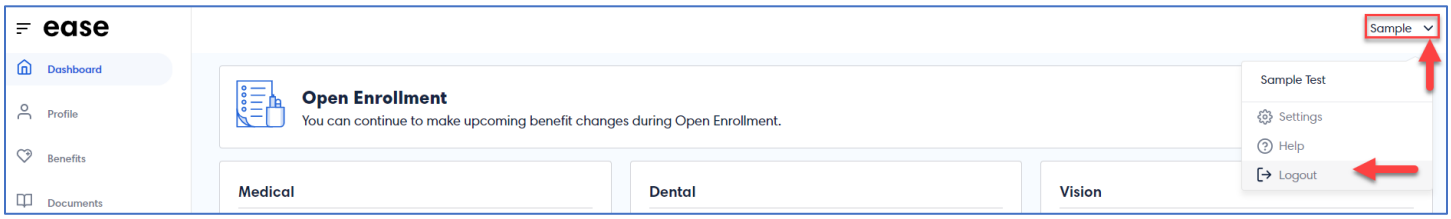
FINISH

You will see the message below once your enrollment is submitted. If you do not get to this step, your election will not be processed.
Optional: add star rating and comments, then click **Submit Feedback**. Otherwise, click **Finish**.




Click drop arrow next to name in upper right corner. Click **Logout**.