

## MECHANICS OF OPEN ENROLLMENT:

- Access to Website:

[www.cofchrist.org](http://www.cofchrist.org)

Directories

Staff Access

Self-Service Site

- Log in to open enrollment:

Enter your User/employee ID #:

**I don't know my user/employee #:** On Oct 28 you will receive an email from Human Resource Ministries (HRM) that indicates your User/Employee ID# and the specific way your name is in the system

Enter your Password:

**I don't remember my password:** click on "I've forgotten my password"


The system will email you a numerical password that you can change once logged in.

**WARNING:** if you try 3 times to log in without success, the system will lock you out. At that point call Gabe at ext. 2266 in HRM to unlock your account

- OPEN ENROLLMENT:

- **No changes in your plan choice?**

Simply scroll to the bottom of each screen and click "next" until you come to the last screen, click "confirm" and you are done.

- ✓ **Personal data** - Check for accuracy, Scroll down and click "next".
- ✓ **Family members** - Check for accuracy, Scroll down and click "next".
- ✓ **My Benefits** - The plan you are currently enrolled in will be indicated by a green button. 

To compare plans: click on "Plan information" and comparison.

OR click on the name of the plan.

- As you go through the screens **if you do not see a "back" button** at the bottom of the page – you have opened another window.

**Close that window** and you will be back in open enrollment.

- OR [click continue Open Enrollment 2012](#) on the left – this will take you back to the beginning and you will have to “next” through the screens to get back to where you were.

After you have chosen or waived the Health plan, dental plan and Flexible spending account that you want for the upcoming year you should [click: confirm](#) and you are done.

**Flexible spending account participants:**

Submit the **paper** enrollment form to HRM

Your open enrollment choices will not register in the system until you click the “confirm” button.

You may print a summary for your files.

**If you have any problem contact:**

Gabe Horne x 2266 or [ghorne@cofchrist.org](mailto:ghorne@cofchrist.org)

Helen Reynolds x 2267 or [hreynolds@cofchrist.org](mailto:hreynolds@cofchrist.org)

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