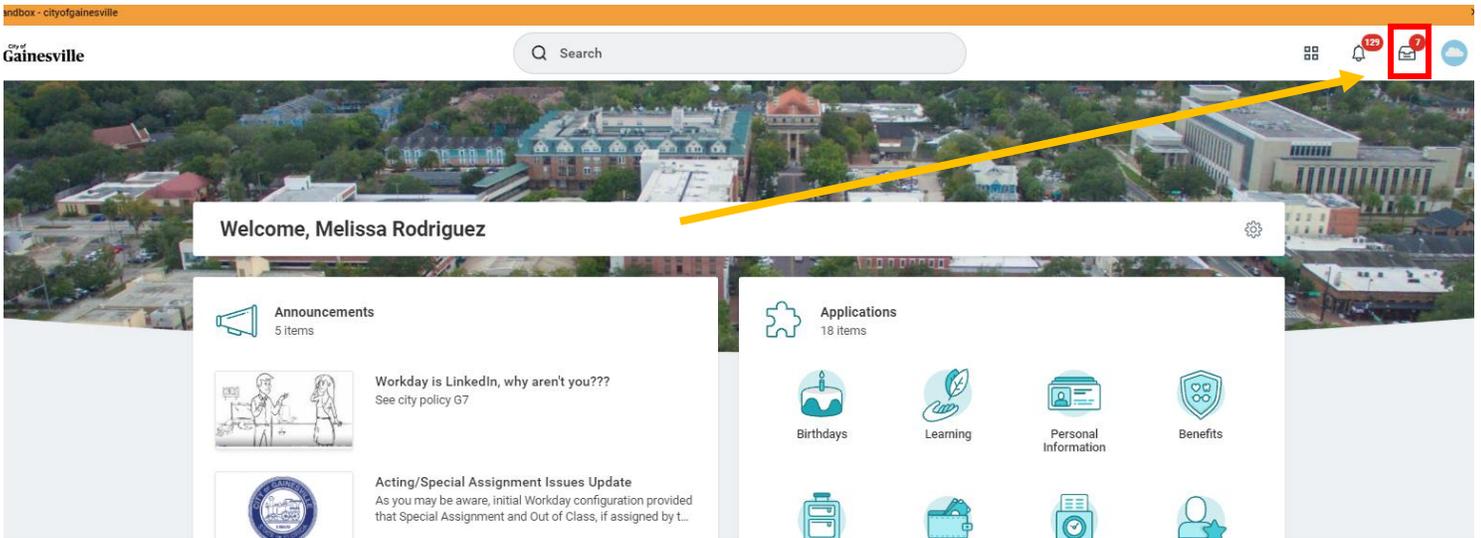
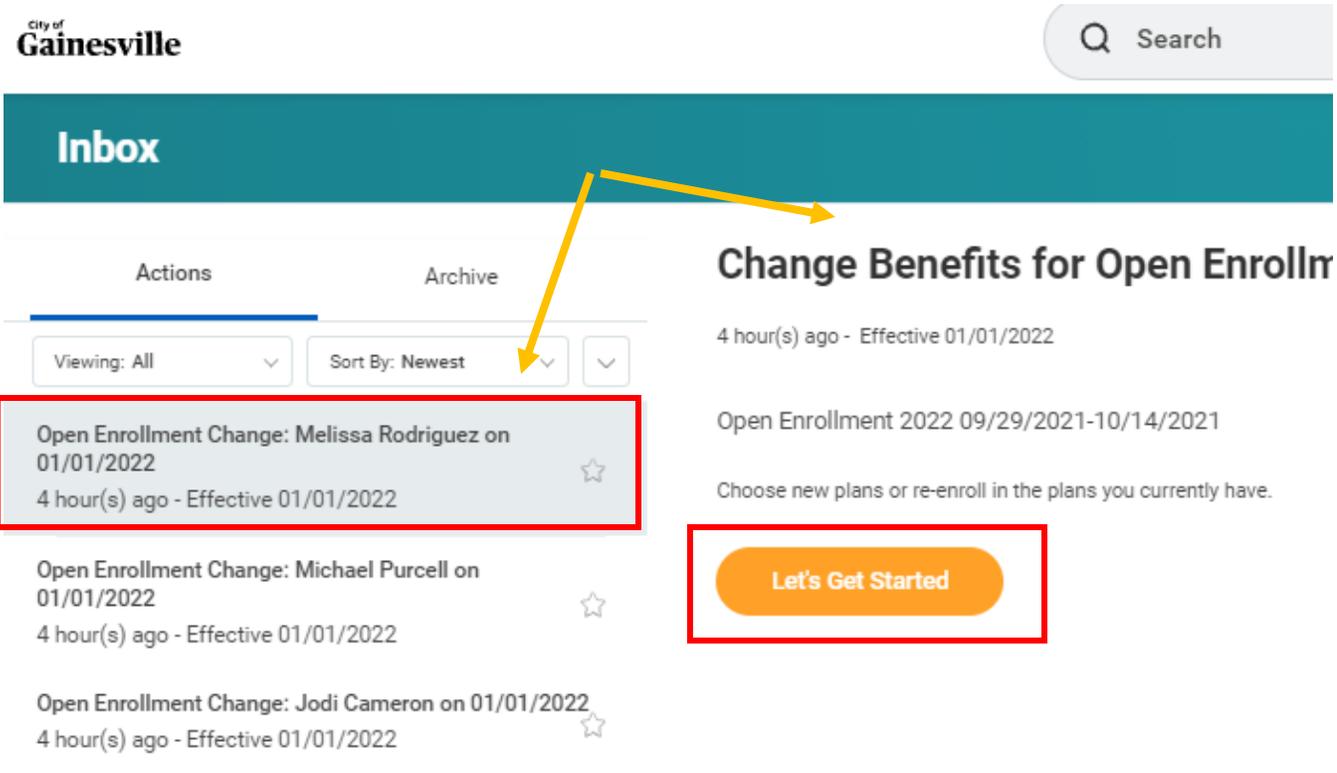


# OPEN ENROLLMENT

1. Log on. On the main page click on your **inbox**, located at the top right corner.



2. You will see an **Open Enrollment Change event**. Click on it. Click on **Let's Get Started**



3. Current benefits are already selected. Click on **Manage** to change the benefit or **Enroll** to add a new benefit.

## Open Enrollment 2022

Projected Total Cost Per Paycheck  
\$92.03

### Health Care and Accounts



**Medical**  
Florida Blue PPO BlueOptions

Cost per paycheck \$59.36  
Coverage Employee Only

[Manage](#)



**Dental**  
Florida Combined Life BlueDental Choice PPO

Cost per paycheck \$29.67  
Coverage Employee + Children  
Dependents 4

[Manage](#)



**Vision**  
Humana

Cost per paycheck \$3.00  
Coverage Employee Only

[Manage](#)



**Medical Reimbursement Account**  
Waived

[Enroll](#)

[Review and Sign](#)

[Save for Later](#)

[Account](#)

4. Click on Manage on the benefit you want to change.
5. **Select** is going to be highlighted. If you do not want the benefit, click on **Waive**.
6. If you want to make a change to the benefit, keep **Select** highlighted and click on **Confirm and Continue**.
7. You can add or remove a dependent, by checking or unchecking the box next to the name. If the dependent is not on the list, click on **Add New Dependent**, to add the information for the new one. Make sure you attach dependent documents.
8. Click on **Save** button once done.

**Medical**

Projected Total Cost Per Paycheck  
\$92.03

**Plans Available**

Select a plan or Waive to opt out of Med

1 item

*Selection	Benefit Plan
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Florida Blue PP

Do not want or terminate benefit.

Elect or Change benefit.

**Confirm and Continue**    Cancel

**Medical - Florida Blue PPO BlueOption**

Projected Total Cost Per Paycheck  
\$213.95

**Dependents**

Add a new dependent or select an existing dependent from the list below.

Coverage      \* Employee + Child

Plan cost per paycheck    \$181.28

**Add New Dependent**

To add dependents that are NOT on your dependent list.

5 items

Select	Dependent
<input checked="" type="checkbox"/>	Julian Hughes
<input type="checkbox"/>	Eliana Marino

9. It will bring you back to the benefits page.

10. Click on Enroll to add a new benefit

**Health Care and Accounts**

**Medical**  
Florida Blue PPO BlueOptions

Cost per paycheck: \$181.28  
Coverage: Employee + Child  
Dependents: 1

[Manage](#)

**Dental**  
Florida Combined Life BlueDental Choice PPO

Cost per paycheck: \$29.67  
Coverage: Employee + Children  
Dependents: 4

[Manage](#)

**Vision**  
Humana

Cost per paycheck: \$3.00  
Coverage: Employee Only

[Manage](#)

**Medical Reimbursement Account**  
Waived

[Enroll](#)

[Review and Sign](#) [Save for Later](#) [Account](#)

11. Waive is already highlighted. Click on **Select**, then **Confirm and Continue**.

**Medical Reimbursement Account**

Projected Total Cost Per Paycheck  
\$213.95

**Plans Available**

Select a plan or Waive to opt out of Medical Reimbursement Account.

1 item

*Selection	Benefit Plan	You Contribute (Biweekly)
<input type="radio"/> Select	Benefit Strategies	
<input checked="" type="radio"/> Waive		

[Confirm and Continue](#) [Cancel](#)

- 12. For this Medical Reimbursement Account benefit, enter the goal amount in the **Annual** box and **Per Paycheck** will auto populate and vice versa.
- 13. Click **Save** once done.

## Medical Reimbursement Account - Benefit Strategies

Projected Total Cost Per Paycheck  
\$233.18

### Contribute

Per Paycheck  **Annual**



Remaining Paychecks 26

Minimum Annual Amount: \$100.00

Maximum Annual Amount: \$2,750.00

### Summary

Total Annual Contribution \$500.00

14. Once done making elections, click **Review and Sign**

**Open Enrollment 2022**

Projected Total Cost Per Paycheck  
\$233.18

**Health Care and Accounts**

 **Medical**  
Florida Blue PPO BlueOptions

Cost per paycheck \$181.28  
Coverage Employee + Child  
Dependents 1

[Manage](#)

 **Vision**  
Humana

Cost per paycheck \$3.00  
Coverage Employee Only

[Manage](#)

**Review and Sign** [Save for Later](#) [Account](#)

15. Review your benefit elections

**View Summary**

Projected Total Cost Per Paycheck  
\$233.18

**REVIEW**

Selected Benefits 4 items

Plan	Coverage Begin Date	Deduction Begin
Medical Florida Blue PPO BlueOptions	01/01/2022	12/27/2021
Dental Florida Combined Life BlueDental Choice PPO	12/28/2020	01/01/2021
Vision Humana	12/28/2020	01/01/2021
Medical Reimbursement Account Benefit Strategies	01/01/2022	12/27/2021

16. Scroll down, attach any documents needed, read the Legal Notice, check the box **I Accept** and click **Submit**.

### Attachments

Drop files here

or

Select files

### Electronic Signature

**Legal Notice: Please Read**

Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qu
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Ben
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar y
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll enrollment within 31 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself within 31 days after the marriage, birth or adoption.

I Accept

enter your comment

Submit Cancel

17. Make sure you see the below conformation then click **Done**.

**You've submitted your elections.**

The next and final step is approval of your request. If approved, you Resources.

**Important Dates:**

Benefits go into effect	01/01/2022
Final day to update benefits	10/14/2021

View 2022 Benefits Statement

Done

18. If you need to make adjustments, you can go back into your inbox and open the event again to go through and make changes.