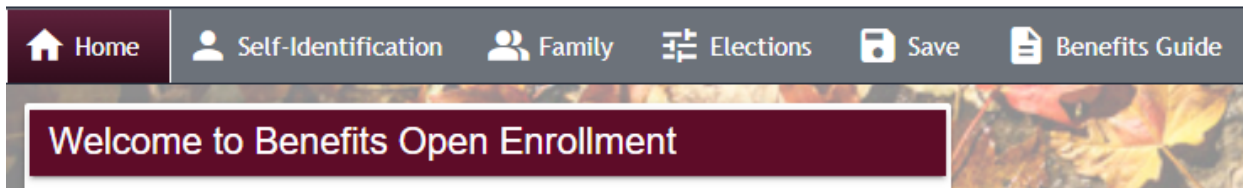


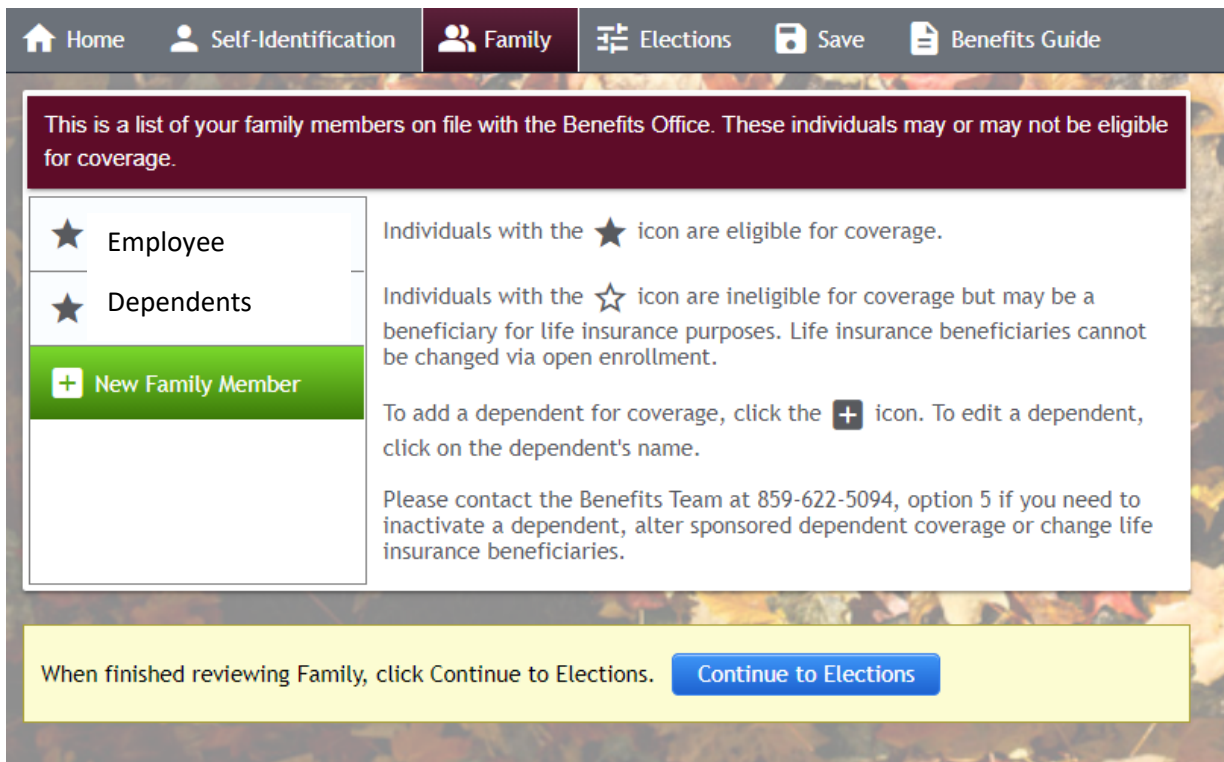
Step by Step Open Enrollment Instructions

Before you begin your open enrollment, review the 2022 Benefits Guide and gather information on dependents that you may be adding for the first time (SSN and date of birth required).

1. Login to EKU Direct between **October 18 and November 2**.
2. Under the Employee Menu, click Open Enrollment.
3. A consent message will pop up. Read and click I Consent.
4. A reminder to Save when you are finished will pop up. Click Ok.
5. You have arrived at the Home page. Read the Instructions. Keep in mind, you will review each tab across the top menu. The Benefits Guide is also available to click on.



6. Review your information on the Self-Identification tab and update as needed.
7. Review your Family Members on the Family tab. This list drives who is eligible for coverage. You want to make sure this list is updated before you move on to the Elections page. To add a new dependent, click the green button New Family Member. Complete all fields, then click Ok. If there is a dependent listed that should not be active for insurance or life insurance beneficiary purposes, please contact the Benefits Team at 859-622-5094, option 5.



8. Next, review the Elections page which has a listing of all benefit options. Click the title of the benefit to choose your option. Your current plan will be noted within each benefit. When you have made your selection, click the green OK button.

The screenshot shows the 'Elections' page with a navigation bar at the top containing 'Home', 'Self-Identification', 'Family', 'Elections', 'Save', and 'Benefits Guide'. A yellow banner at the top reads: 'To make changes/elections, click each benefit below. When finished, click the Save tab.' Below this are two sections: 'Health, Dental, Vision' and 'Flexible Spending & Health Savings Accounts'. The 'Health, Dental, Vision' section lists 'Anthem Health Insurance', 'Delta Dental Insurance', and 'Vision Insurance'. The 'Flexible Spending & Health Savings Accounts' section lists 'Dependent Care Assistance Plan', 'Medical Reimbursement Flex Spending Account', and 'Employee Health Savings Account'. Two callout boxes provide instructions: one for the Health, Dental, Vision section stating 'Click on each benefit that you would like to change or elect. Once you have clicked OK, you will be back on the Elections page. You will see the per pay amount for the benefit on the right hand side.' and another for the Flexible Spending & Health Savings Accounts section stating 'If you wish to contribute to a flexible spending or health savings account, you MUST click on the benefit and type in your annual amount and click OK. Your current amount will NOT rollover.'

9. When you are finished updating your elections, click the blue button at the bottom of the page Continue to Save or the Save tab in the menu.

A yellow banner with the text: 'When finished making changes/elections, click Continue to Save. If you do not save, any changes you have made will be lost. You can make changes through the end of open enrollment.' Below the text is a blue button labeled 'Continue to Save'.

10. If you elected a health plan, you will be asked about tobacco/vape use. If you elected the Consumer Driven Health Plan/HSA you will be asked to agree to HSA terms. Click the green button Save and Finish. **Your elections will not be saved unless you complete this step.**



11. You will receive an **email confirmation** from IT.App@eku.edu with a summary of your benefit elections. Please review for accuracy. The email will contain a link back to Benefits Enrollment if you need to make a change. Changes can be made through the end of the open enrollment period. You will receive an email confirmation each time.