

Benefits Open Enrollment Guide

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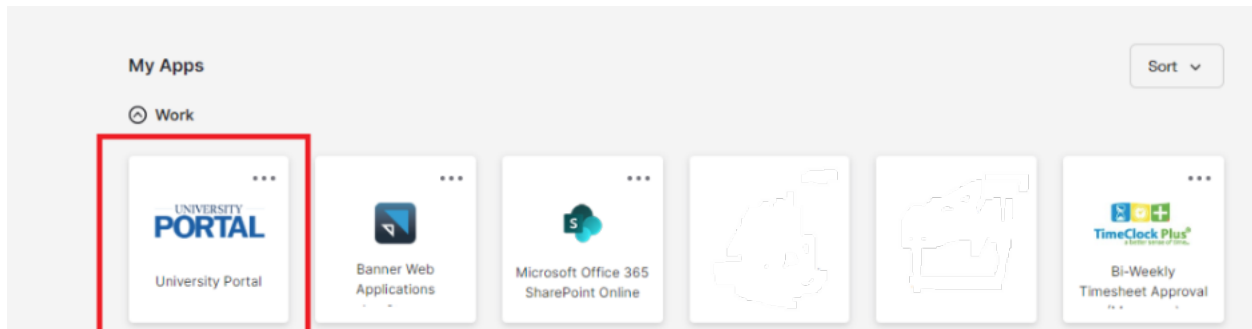
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Purpose

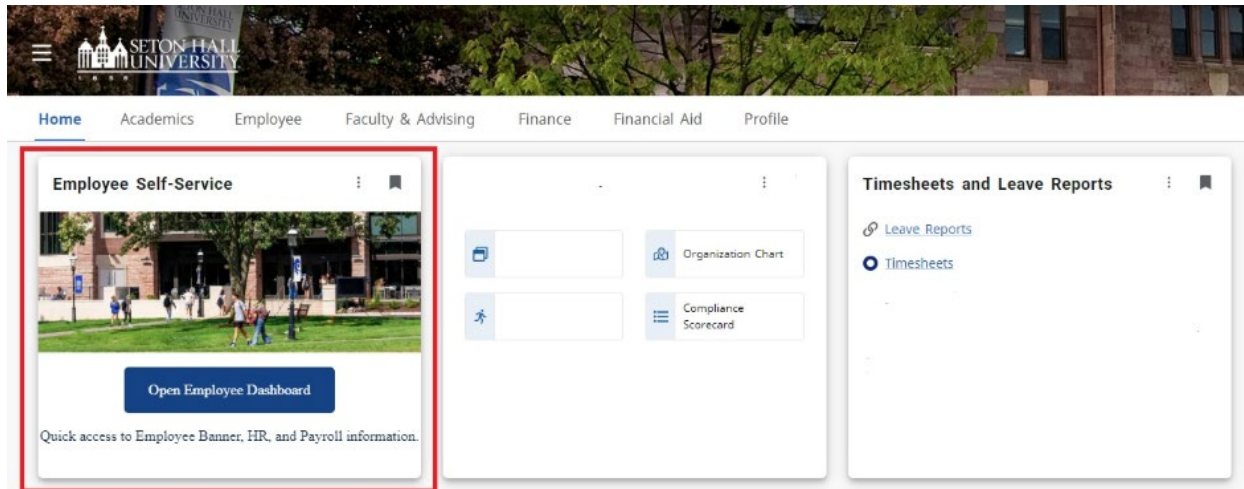
To guide users on how to enroll benefits during open enrollment.

Login Instructions

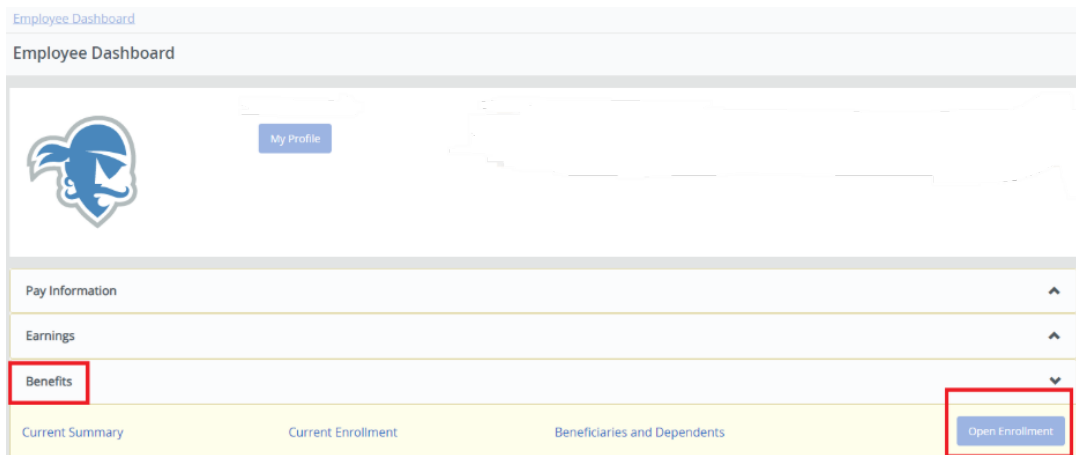
1. **Go to the University Portal on your My Apps page.**



2. **Click Open Employee Dashboard**



3. Click on Benefits to display the drop down then select Open Enrollment



Enrolling or Changing benefits during Open Enrollment

1. To begin click on “Start Open Enrollment”

Open Enrollment

Open Enrollment Start Date:

Open Enrollment End Date:

Benefits Effective Date:

Enroll Status	Group	Benefits Status
	Flex Spending	No choices made in this group.
	Health	No choices made in this group.
	Miscellaneous	No choices made in this group.

Enrolling in Flexible Spending Plans

2. Click on "Flex Spending"

[Employee Dashboard](#) • [Benefits and Deductions](#) • [Open Enrollment](#)

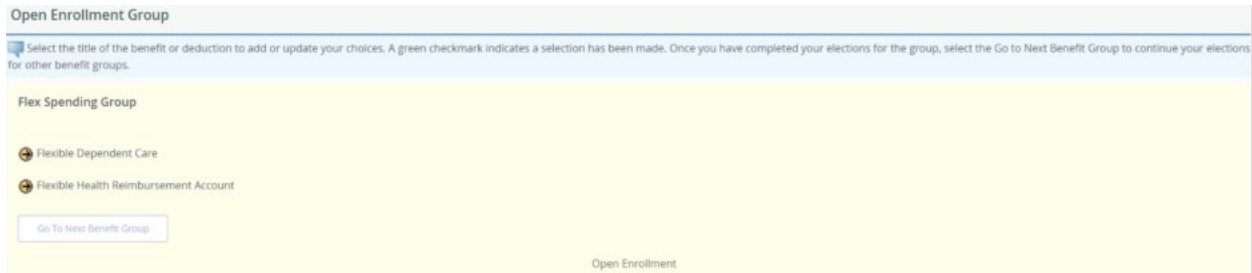
Open Enrollment

Open Enrollment Start Date:

Open Enrollment End Date:

Benefits Effective Date:

Enroll Status	Group	Benefits Status
	<input type="button" value="Flex Spending"/>	
	<input type="button" value="Health"/>	
	<input type="button" value="Miscellaneous"/>	



3. Click 'Flexible Dependent Care' and enter the desired yearly coverage amount on the next screen. Click 'Add Choice/Submit Change' to complete enrollment in this benefit. Please be aware of plan limits for the year.

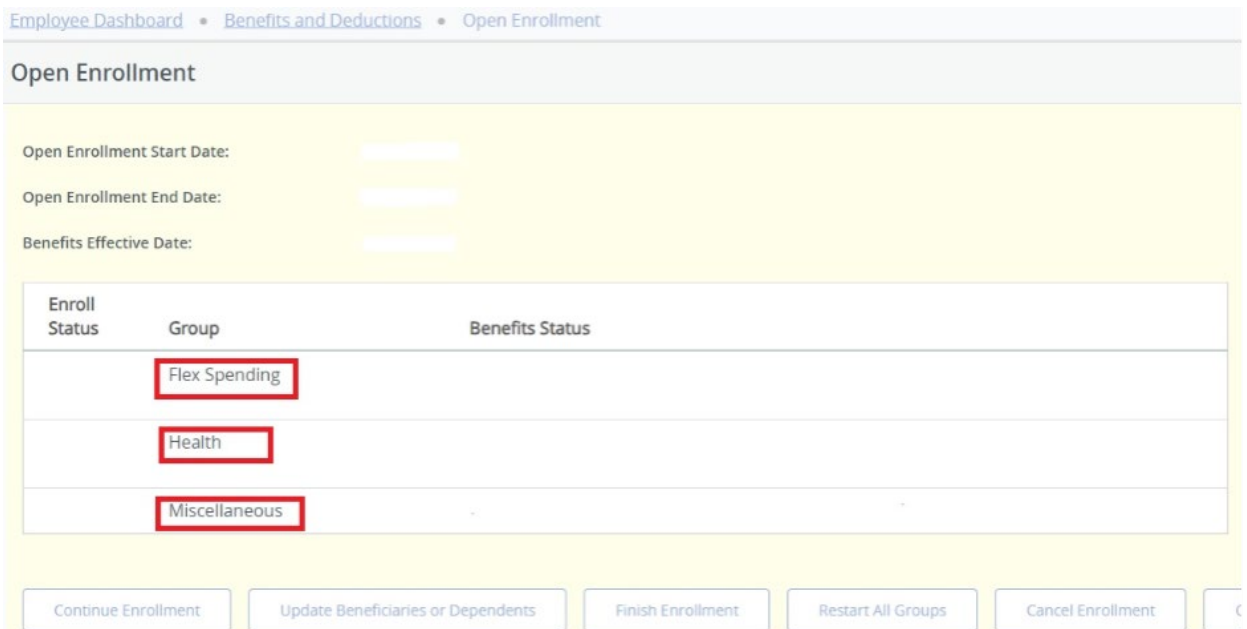
- A Dependent Care Flexible Spending Account (DCFSA) is a pre-tax benefit account that lets you pay for eligible care for a qualifying person, such as a child under age 13 or a disabled dependent, so you and your spouse can work, look for work, or attend school full-time.

4. Click 'Flexible Health Reimbursement Account' and enter the desired yearly coverage amount. Click 'Add' 'Choice/Submit Change' to complete enrollment in this benefit. Please be aware of plan limits for the year.

- Re Enrollment in Flex Spending is required if you want to enroll in the following year.

Enrolling in or making changes in Health Plans (Medical/Dental)

1. If more updates are needed, click on Open Enrollment
2. Click on Health.



3. Select the Dental or Medical plan to enroll/update.

Health Group

Dental HMO

Dental PPO

Dental PPO Buy-Up You have asked to continue this benefit into the new year

Plan	Description	Cost	Other Information
Employee & Family	Employee Amount		
	Employer Amount		

CIGNA Health Plans - OAP Plus You have asked to continue this benefit into the new year

Plan	Description	Cost	Other Information
Employee+Family	Employee Amount		
	Employer Amount		

Cigna Health Plans-OAP Basic

Opt Out of Medical Insurance

Restart This Group

Go To Next Benefit Group

4. Confirm type of plan based on number of dependents.
5. Click Add Choice or Submit Change.
6. Repeat steps for any additional enrollments/changes.

Changing Existing Health Plans (Medical/Dental)

1. Click on Health.

[Employee Dashboard](#) • [Benefits and Deductions](#) • [Open Enrollment](#)

Open Enrollment

Open Enrollment Start Date:

Open Enrollment End Date:

Benefits Effective Date:

Enroll Status	Group	Benefits Status
	Flex Spending	
	Health	
	Miscellaneous	

Continue Enrollment

Update Beneficiaries or Dependents

Finish Enrollment

Restart All Groups

Cancel Enrollment

2. Select current Dental or Medical plan to unenroll

Health Group

Dental HMO

Dental PPO

Dental PPO Buy-Up You have asked to continue this benefit into the new year

Plan	Description	Cost	Other Information
Employee & Family	Employee Amount		
	Employer Amount		

CIGNA Health Plans - OAP Plus You have asked to continue this benefit into the new year

Plan	Description	Cost	Other Information
Employee+Family	Employee Amount		
	Employer Amount		

Cigna Health Plans-OAP Basic

Opt Out of Medical Insurance

3. Click Stop Benefit.
4. Click new Dental or Medical to enroll in.
5. Select the type of plan based on the number of dependents.
6. Click 'Add Choice'.
7. Repeat steps for any additional changes.

Enrolling in Voluntary Benefits

1. Click on Miscellaneous.

[Employee Dashboard](#) • [Benefits and Deductions](#) • [Open Enrollment](#)

Open Enrollment

Open Enrollment Start Date:

Open Enrollment End Date:

Benefits Effective Date:

Enroll Status	Group	Benefits Status
	<input type="checkbox"/> Flex Spending	
	<input type="checkbox"/> Health	
	<input checked="" type="checkbox"/> Miscellaneous	

2. Select the Voluntary benefits to enroll in.
 - a. Select the type of plan based on the number of dependents.

b. Click 'Add Choice'.

Employee Dashboard • Benefits and Deductions • Open Enrollment Group

Open Enrollment Group

Select the title of the benefit or deduction to add or update your choices. A green checkmark indicates a selection has been made. Once you have selected a benefit for other benefit groups.

Miscellaneous Group

- Accident Covg- High-Monthly
- Accident Covg - Low- MN
- Critical Illness-15000-MN
- Critical Illness-30000-MN
- Voluntary Pre-Paid Legal, Identity Theft Protection and Financial Wellness
- Voluntary PetAssure Discount Pet Plan

Open Enrollment

Adding/Updating Beneficiaries or Dependents

1. Click on Update Beneficiaries or Dependents

Employee Dashboard • Benefits and Deductions • Open Enrollment

Open Enrollment

Open Enrollment Start Date:

Open Enrollment End Date:

Benefits Effective Date: 01/01/2026

Enroll Status	Group	Benefits Status

2. Click Add new Person at the bottom of the screen and then complete the form on the next screen

Beneficiaries and Dependents

Beneficiaries and Dependents Information

Name	SSN or SIN or TIN	Relationship	Birth Date	Gender	Status

[Add a New Person](#)

[Coverage and Allocations Summary](#)

[Return to Open Enrollment](#)

3. **Fill out the form, once completed click on Submit Changes at the bottom of screen.**

Updating Beneficiary or Dependent

Enter information about the new beneficiary, then select Submit Changes.

* -indicates a required field

Date Added:	MM/DD/YYYY
First Name: *	
Middle Name or Initial:	
Last Name Prefix:	
Last Name: *	
Relationship: *	Not Reported
SSN or SIN or TIN:	
Birth Date:	MM/DD/YYYY
Gender:	Not Available
Active:	Active
Beneficiary or Dependent:	None
Spouse Employment:	Not Employed By Institution
Marital Status:	Not Reported

Finalizing Open Enrollment Selections

1. **If applicable once you have completed all the sections for Flexible Spending, Health, and Miscellaneous a green check next to each section will be displayed, indicating you have made elections on each of these categories.**

Employee Dashboard • Benefits and Deductions • Open Enrollment

Open Enrollment

Open Enrollment Start Date:

Open Enrollment End Date:

Benefits Effective Date: 01/01/2026

Enroll Status	Group	Benefits Status
✓	Flex Spending	Flexible Dependent Care will be started in the new year. Flexible Health Reimbursement Account will be started in the new year.
✓	Health	Dental PPO Buy-Up will be continued into the new year. CIGNA Health Plans - OAP Plus will be continued into the new year.
✓	Miscellaneous	Voluntary PetAssure Discount Pet Plan will be started in the new year.

Continue Enrollment Update Beneficiaries or Dependents Finish Enrollment Restart All Groups Cancel Enrollment Calculate Cost

2. Once you've confirmed all of your updates have been made, click 'Finish Enrollment' at the bottom of your home screen. A summary screen will be displayed.

Open Enrollment

Open Enrollment Start Date:

Open Enrollment End Date:

Benefits Effective Date: 01/01/2026

Enroll Status	Group	Benefits Status
✓	Flex Spending	Flexible Dependent Care will be started in the new year. Flexible Health Reimbursement Account will be started in the new year.
✓	Health	Dental PPO Buy-Up will be continued into the new year. CIGNA Health Plans - OAP Plus will be continued into the new year.
✓	Miscellaneous	Voluntary PetAssure Discount Pet Plan will be started in the new year.

Continue Enrollment Update Beneficiaries or Dependents Finish Enrollment Restart All Groups Cancel Enrollment Cal

3. After you've reviewed the summary, click 'Confirm Enrollment' at the bottom of the summary screen to finalize your selected enrollment.

Employee Dashboard • Benefits and Deductions • Confirm Enrollment

Covered Persons	Relationship	Birth Date	Coverage Start Date

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Miscellaneous Benefits

Payroll Deduction will start on 01/01/2026.

Plan	Description
Unlimited Pets	Employee Amount:

[Return to Top](#)

[Flex Spending Accounts](#) | [Health](#) | [Miscellaneous Benefits](#)

After reviewing the instructions, if you have any questions or need assistance please contact the Benefits team:

Babette Brooks

Senior Benefits Specialist
babette.brooks@shu.edu
 (973) 275-2755

Tamara Robinson

Benefits Specialist
tamara.robinson@shu.edu
 (973) 761-9176

Terri Demarest

Director Benefits & Compensation
terri.demarest@shu.edu
 (973) 761-9181