center for nonprofit advancement
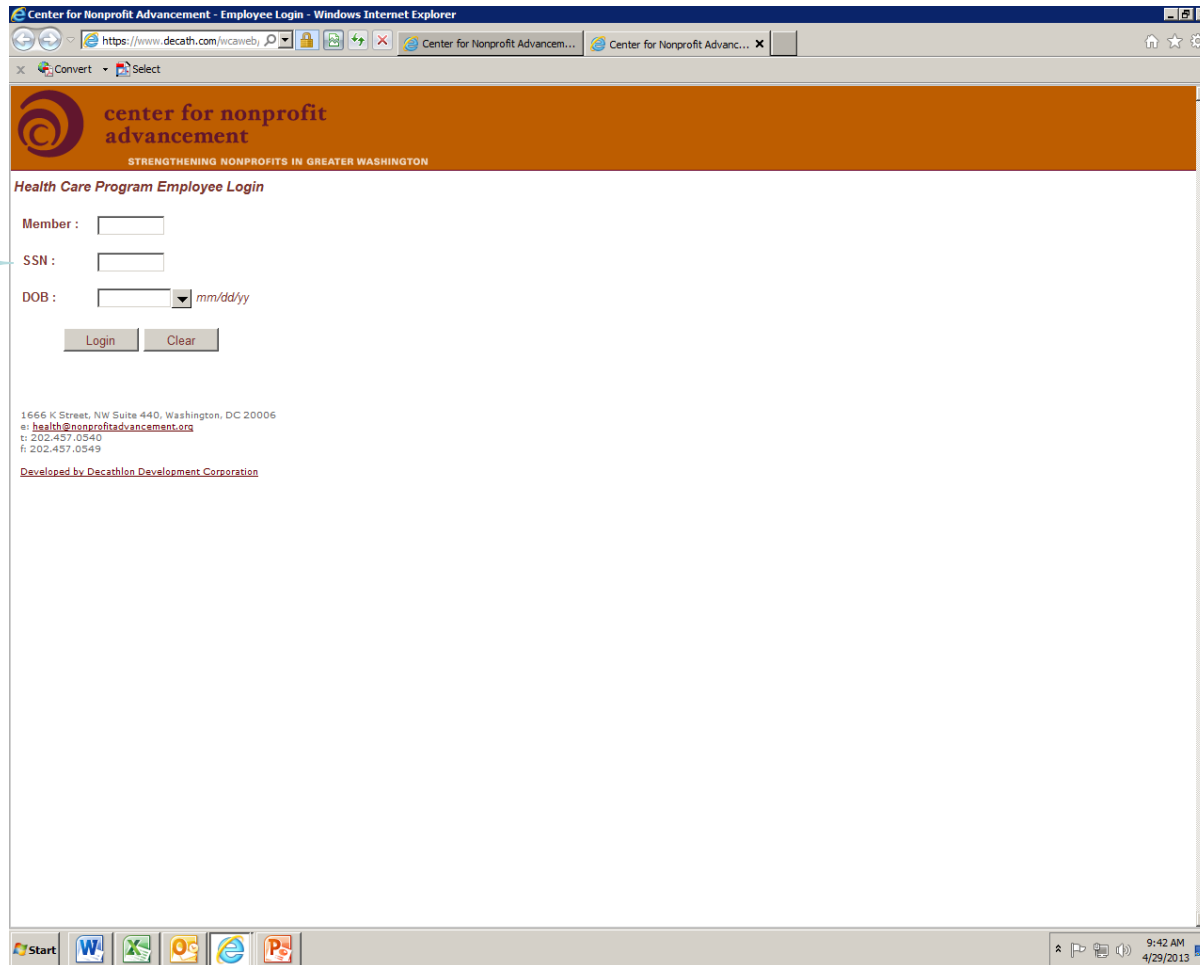
STRENGTHENING NONPROFITS IN GREATER WASHINGTON
EDUCATION • NETWORKING • ADVOCACY • BUYING POWER

Employee Open Enrollment System

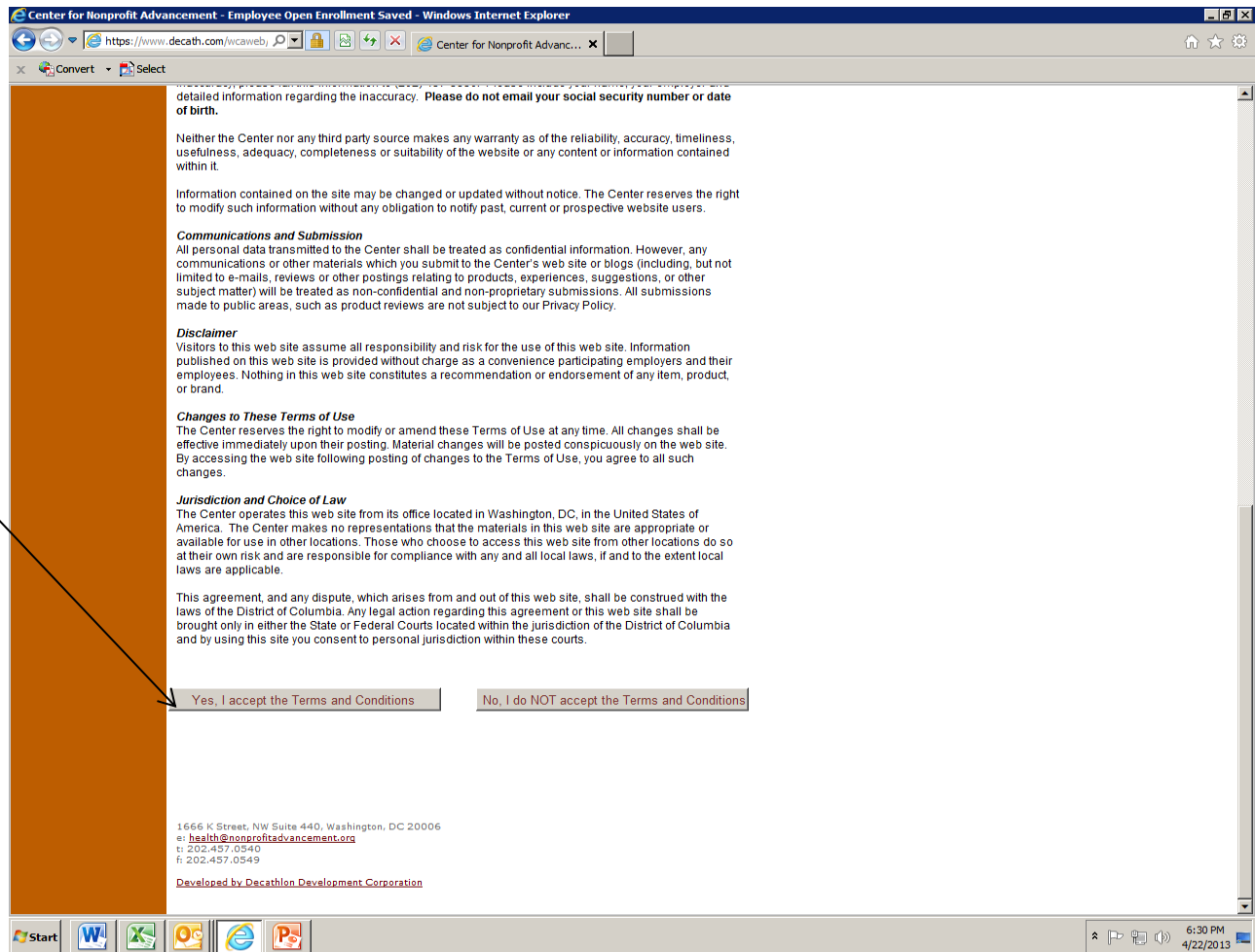# Employee Open Enrollment System

You must enter:

1. Member ID: **0003146**

2. Your Social Security Number

3. Your Date of Birth

Employee Open Enrollment System

Read "Terms and Conditions" and click "Yes" button to enter the website

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Employee Open Enrollment System

The system will open up to show the current active plans.

If you are not enrolled in a plan it will show "none".

You can change plans offered by your employer and change your coverage (i.e. single to employee/spouse).

Review to add or drop new dependents before you change coverage (see instructions on pages 9-11)

Click the drop down button to see the options available by your employer through health, dental and vision.

You cannot make changes to voluntary life insurance online. See your employer for additional instructions.

Employee Open Enrollment System

Employee Open Enrollment System

You can update your address, work and home telephone numbers

Employee Open Enrollment System

Employee Open Enrollment System

Add Dependent

You must add SS #, first name, middle initial, type of dependent (child, spouse or domestic partner), sex and date of birth (last name is defaulted to the employees last name).

Employee Open Enrollment System

Edit Dependent information

You can edit SS #, name, sex, date of birth and date of marriage (last name is defaulted to the employees last name).

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Employee Open Enrollment System

Make sure you save any changes you make to your benefits

Employee Open Enrollment System

View the **Coverage Report** to confirm your selections.