


Sign in to

1. Open your internet browser (Firefox is recommended) and Login to My , Z using your NetID and Password.
2. Click the **SIGN IN** button

Open Enrollment

The Annual Open Enrollment period provides an opportunity for employees to make changes to their health plans. It is your once-a-year opportunity to review new offerings and make additions, changes or deletions to your health plans for the coming year.

During this time, you may add or ~~edit~~ dependents, change your health or dental plan, and enroll or cancel ~~FlexCash~~ **FlexCash**. If you are currently a **Flexible Spending Account participant (HCRA/DCRA)**, you must reenroll in the plan for next year as this plan requires an annual enrollment. If you are not a current HCRA/DCRA participant, and ~~visit~~ enroll, you may do so during Open Enrollment.

1. Once signed in, select the Employee tab
2. Click the Open Enrollment link in the Benefits section
3. Click the  button located next to your Job Title
4. Medical Plan Current and New Medical plan details are visible for employee review. To initiate a change, click the **Edit** button located next to Medical
 - a. Employees are encouraged to utilize the **CalPERS Health Plan Choose** link to assist with obtaining additional information regarding plans available in your area.
 - b. Click the Overview of all Plans hyperlink for plan costs at a glance

- I. Click Return to Select an Option
- c. If you are enrolling in medical benefits, you must select a Medical Plan by populating the radio button located next to the plan in which you wish to enroll, Flex Cash enrollees should select the Waive option.

5. Click **Add/Review Dependents** to Add new dependents to your list or review ~~demo~~ details regarding existing dependents.
 - a. Click the Add a dependent or beneficiary link to Add a new dependent
 - I. You must provide the following information: First, Middle and Last Name, Gender, SSN, Relationship, Address
 - II. Click **Save**
 - III. Click **OK** to confirm Entry
 - IV. Select the Return to Dependent/Beneficiary Summary hyperlink
 - V. Select the Return to Event Selection hyperlink to continue

6.

Continue

OK

Edit

to Select an Option

- b. If you are enrolling in Dental benefits, you must select a Dental Plan by populating the radio button located next to the plan in which you wish to enroll, Flex Cash enrollees should select the Waive option.

10. Click **Add/Review Dependents** to Add new dependents to your list or review ~~demo~~ details regarding existing dependents.
 - a. Click the Add a dependent or beneficiary link to Add a new dependent
 - I. You must provide the following information: First, Middle and Last Name, Gender, SSN, Relationship, Address
 - II. Click **Save**
 - III. Click **OK** to confirm Entry
 - IV. Select the Return to Dependent/Beneficiary Summary hyperlink
 - V. Select the Return to Event Selection hyperlink to continue
11. Populate the Enroll checkbox to enroll one or more of your dependents
12. Click **Continue** to proceed
13. Changes will be summarized for employees
14. Click **OK** to continue
15. Vision Plan Eligible employees will be automatically enrolled in the employer paid basic plan. Employees have the option of enrolling in the VSP Premium Plan which involves ~~esc~~ monthly premium. To enroll in the VSP Premium Plan, please visit the **VSP** website.
16. Current and New plan details are visible for employee review
17. Click **Edit** located next to Vision

