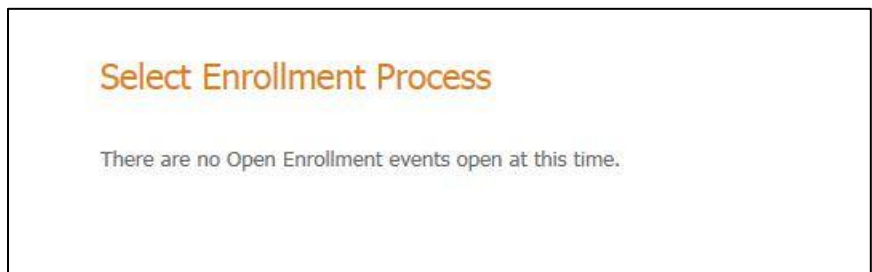


BENEFIT ENROLLMENT

To access the Benefit Enrollment Section click on the Benefit Enrollment tab at the top of the home screen.

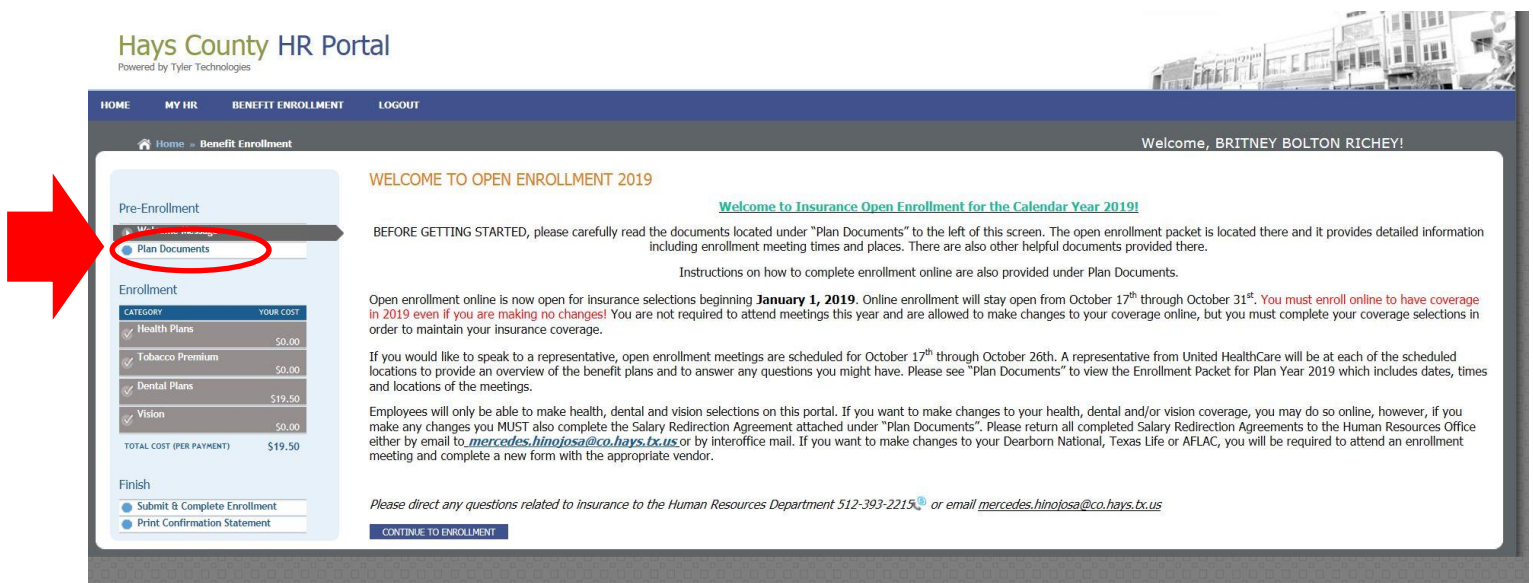


The Benefit Enrollment area is only available during open enrollment. If you wish to make changes to your insurance at a time other than open enrollment please contact the Human Resources Department 512-393-2215. During all non-enrollment times this screen will reflect that it is not open enrollment time.



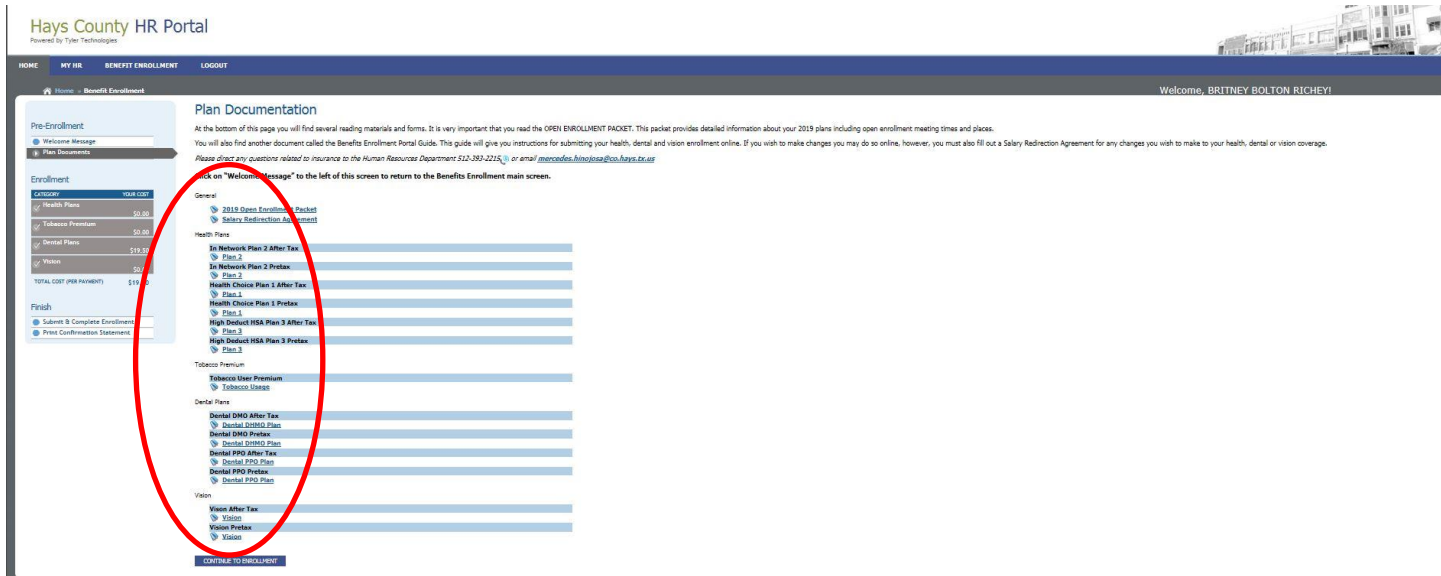
OPEN ENROLLMENT

There is a limited time that open enrollment will be available. During this window you will have the ability to submit your health, dental and vision enrollment online. It is important to read the messages on each screen and carefully review the documents provided for you under Plan Documents. To read these documents click on [Plan Documents](#) to the left of the screen.



PLAN DOCUMENTS

It is important that you carefully read the instructions on this page and review the open enrollment packet contained on this screen. You can review all necessary documents by clicking on them at the bottom of the screen.

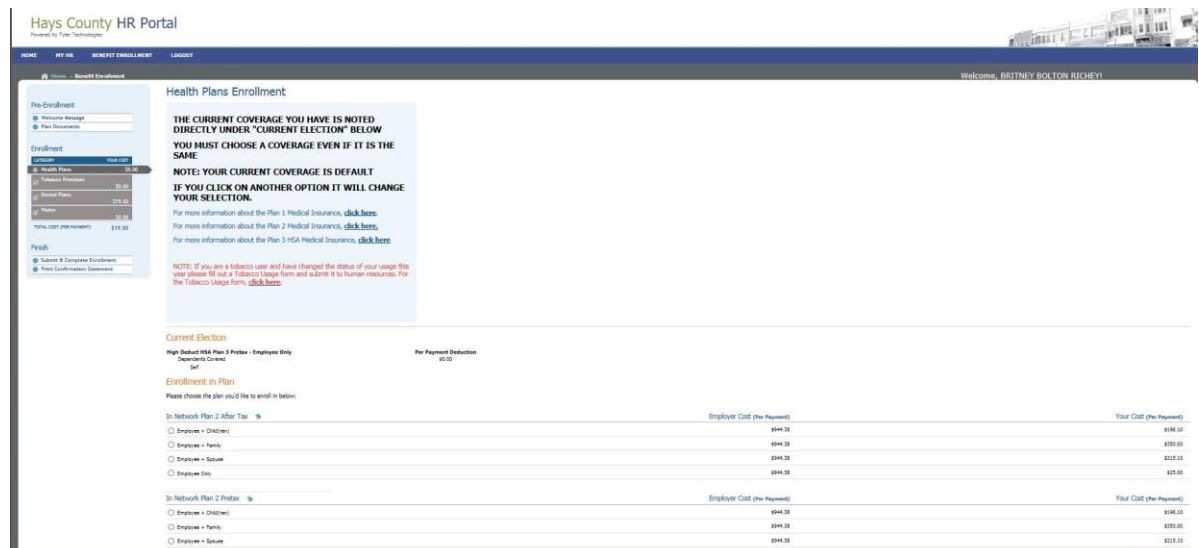


The screenshot shows the 'Plan Documentation' page in the Hays County HR Portal. The page is titled 'Plan Documentation' and includes a 'Pre-Enrollment' section with links for 'Welcome Message' and 'Plan Documents'. The 'Enrollment' section shows a table of costs for various plans, including Health, Dental, and Vision. The 'Finish' section has links for 'Submit & Complete Enrollment' and 'Print Confirmation Statement'. A red arrow points to the 'Welcome Message' link in the left sidebar, which is circled in red on the main page content.

INSURANCE CHOICES

Once you have reviewed the documents click on **CONTINUE TO ENROLLMENT** to review your

Health, dental and vision choices. Please note that your supplemental insurance such as Ft Dearborn Life and AFLAC are not included in the Benefit Enrollment tab. You can review your deductions for all your insurance including supplemental insurance under the MY HR tab and then select deductions as described earlier in this manual.



The screenshot shows the 'Health Plans Enrollment' page in the Hays County HR Portal. The page includes a 'Pre-Enrollment' section with links for 'Welcome Message' and 'Plan Documents'. The 'Enrollment' section shows a table of costs for various plans, including Health, Dental, and Vision. The 'Finish' section has links for 'Submit & Complete Enrollment' and 'Print Confirmation Statement'. The 'Current Election' section shows the current coverage election for High Deductible Health Plan 3. The 'Enrollment in Plan' section shows a table of enrollment options for Health Plans 1, 2, and 3.

Plan	Employee + Child(ren)	Employee + Family	Employee + Spouse	Employee Only
In Network Plan 1 After Tax	\$444.38	\$544.38	\$644.38	\$244.38
In Network Plan 2 Pre-tax	\$444.38	\$544.38	\$644.38	\$244.38

The Health Plans and Dental Plans screens will allow you to make other selections to determine possible costs you may incur. Note that what you have signed up for this year is listed under **Current Election** at the very top of the screen. You may make changes if you wish. Please note that you need to coordinate any new selections with new corresponding dependents. For instance if you choose family coverage a spouse and at least one child need to be selected in the dependent section. If you wish to add a new dependent that is not listed, you must create them under contacts/dependents in the MY HR section. See above for instructions previously in this manual on how to add a dependent/contact. You **MUST** also fill out an enrollment and a Salary Redirection form to make any changes at all to your insurance selections, including any changes to supplemental insurances.

Select Dependent(s)

<input checked="" type="checkbox"/>	Self	SELF
<input type="checkbox"/>	RICHEY, THOMAS	SPOUSE
<input type="checkbox"/>	RICHEY, VIVIENNE	CHILD

SAVE AND CONTINUE...

Once you have chosen the correct dependents click on

SAVE AND CONTINUE....

If you want coverage, be careful **NOT** to click on the little dot above Decline Coverage. It will **CANCEL your coverage !!!!**

If you do not wish to enroll in a plan at this time, please click below:

NOTE - IF THE DOT DIRECTLY ABOVE THIS SENTENCE IS MARKED, YOU ARE DECLINING YOUR COVERAGE!!!

IF YOU HAVE MARKED THIS BOX, YOU WILL NOT HAVE COVERAGE UNDER THIS INSURANCE!

Once you have gone through your selections click on

SAVE AND CONTINUE....

Repeat this same process for the Dental Plans until you are satisfied with your selections and can see what changes you may want to make. If you decide to make any changes, YOU MUST FILL OUT AN ENROLLMENT FORM AND A SALARY REDIRECTION AGREEMENT! Take your forms to an insurance representative at one of the enrollment meetings.

NO CHANGES

Should you decide to make absolutely NO CHANGES to your insurance, go through process of saving and continuing your Health and Dental selections until you get to your summary screen.

SUBMITTING YOUR ENROLLMENT

Once you are satisfied with your selections click on the **Submit and Complete Enrollment.**

If your choices say declined, this is incorrect if you know you actually do have coverage. It simply means you did not save every screen. You will need to go through each screen and click

SAVE AND CONTINUE....

Health Plans	Declined
Dental Plans	Declined

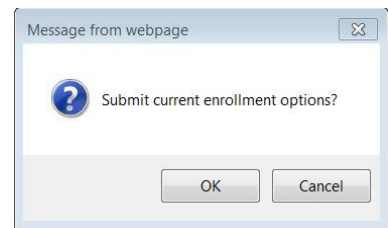
The only time you should have declined is if you truly have declined the insurance in the past and wish to do so again this year.

If you are satisfied and wish to submit your request at this time, click on to submit your request to be sent to the Treasurer’s Office.

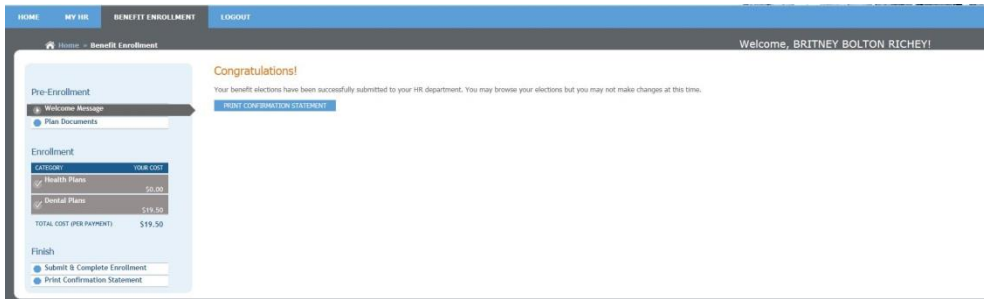
SUBMIT

A confirmation window will pop up.

If you wish to submit select OK, otherwise click Cancel



Once your request has been sent you will receive this confirmation.



If you have problems submitting online or submit your request in error and want to retract it, call the Treasurer's Office at 512-393-2236. If you have any other insurance questions or insurance related items contact the Human Resources Department at 512-393-2215.