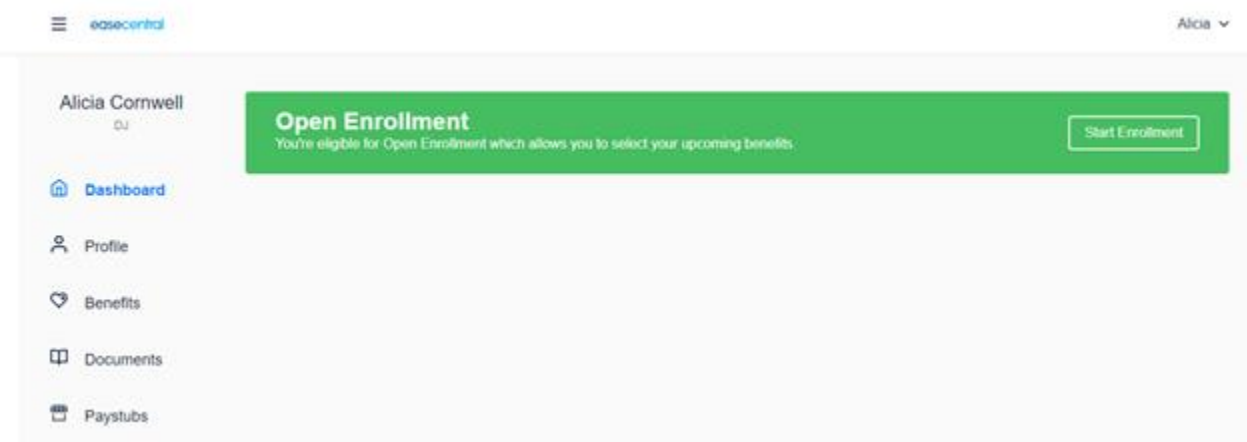
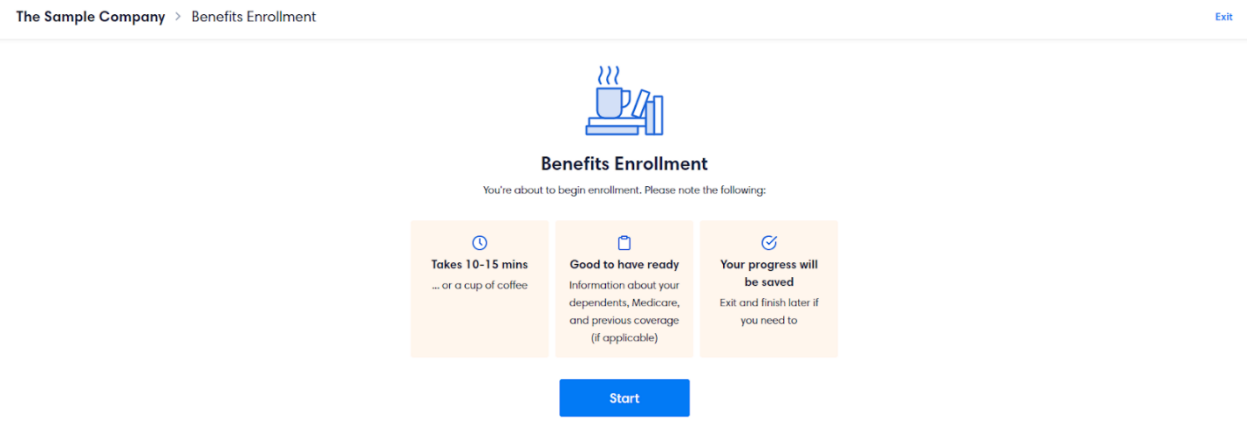
Employee Enrollment Experience

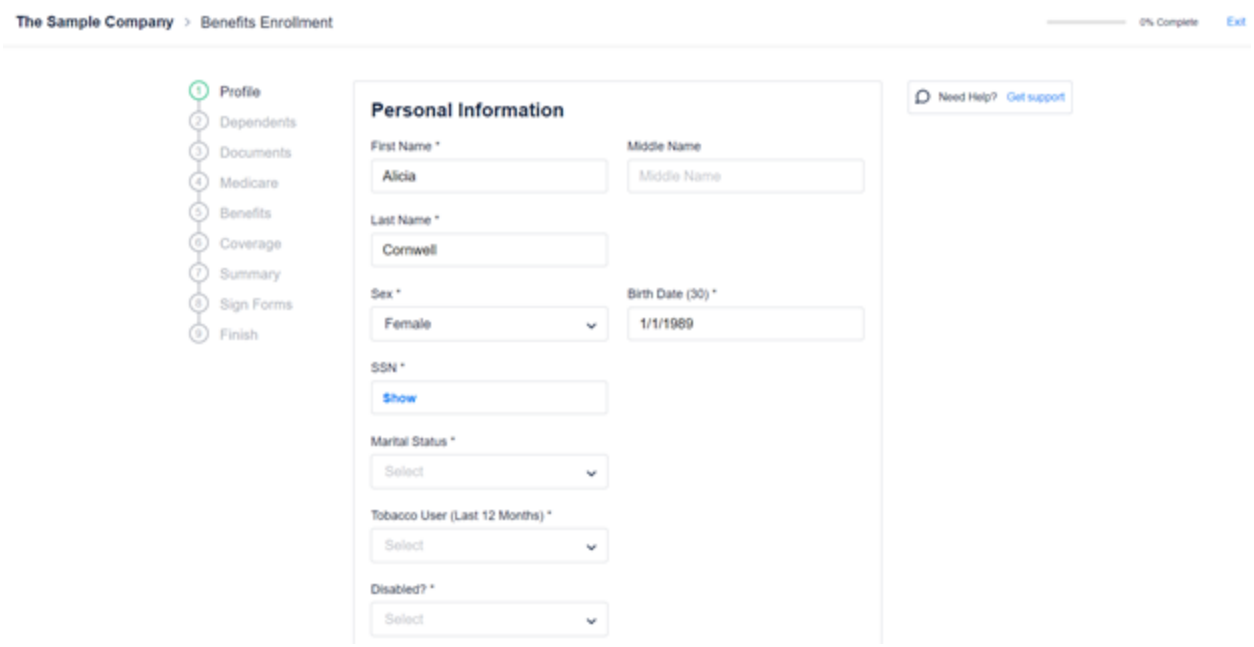
From your Dashboard



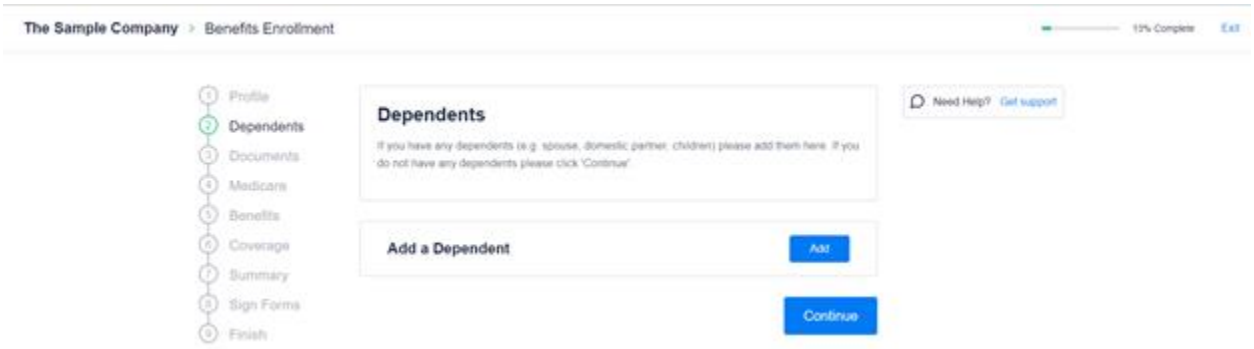
1. Click **Start Enrollment**.



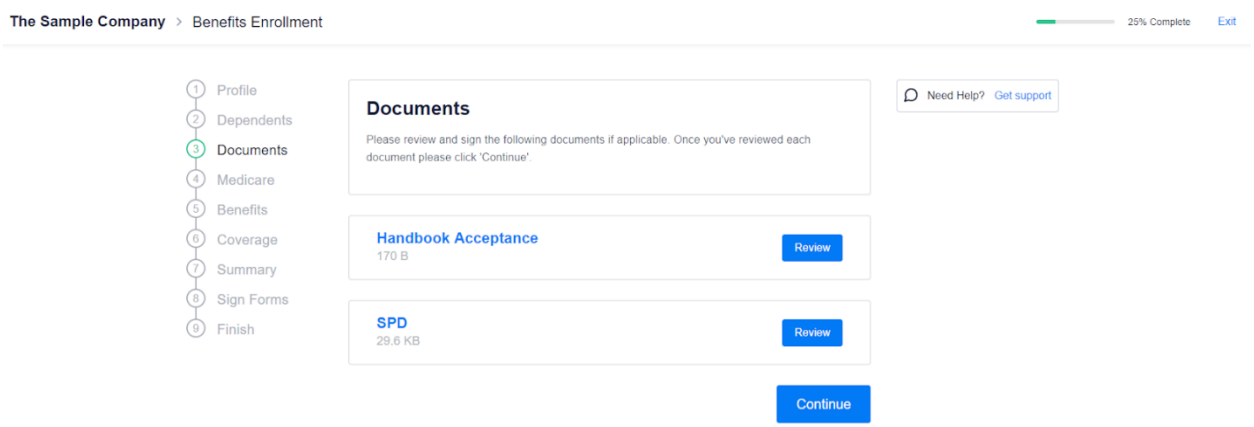
2. Click **Start**.



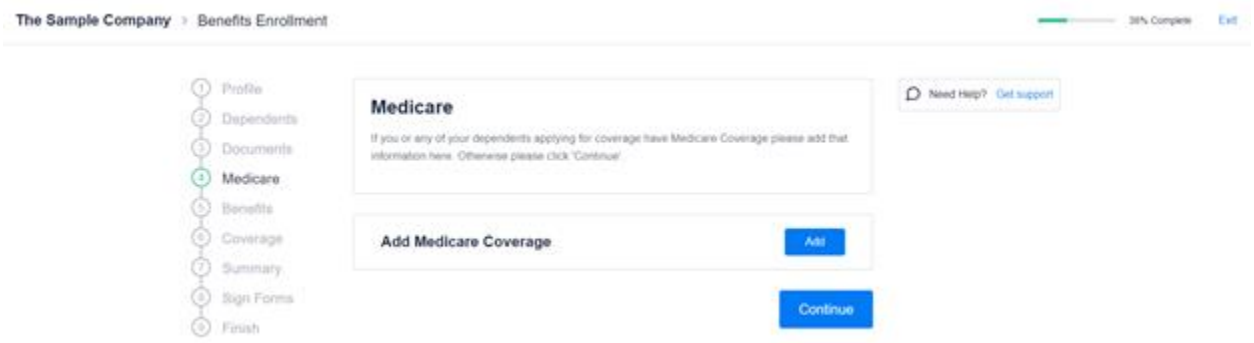
3. Enter/Update **Personal Information**.
    - Those marked with an * are required.
4. Click **Continue**.



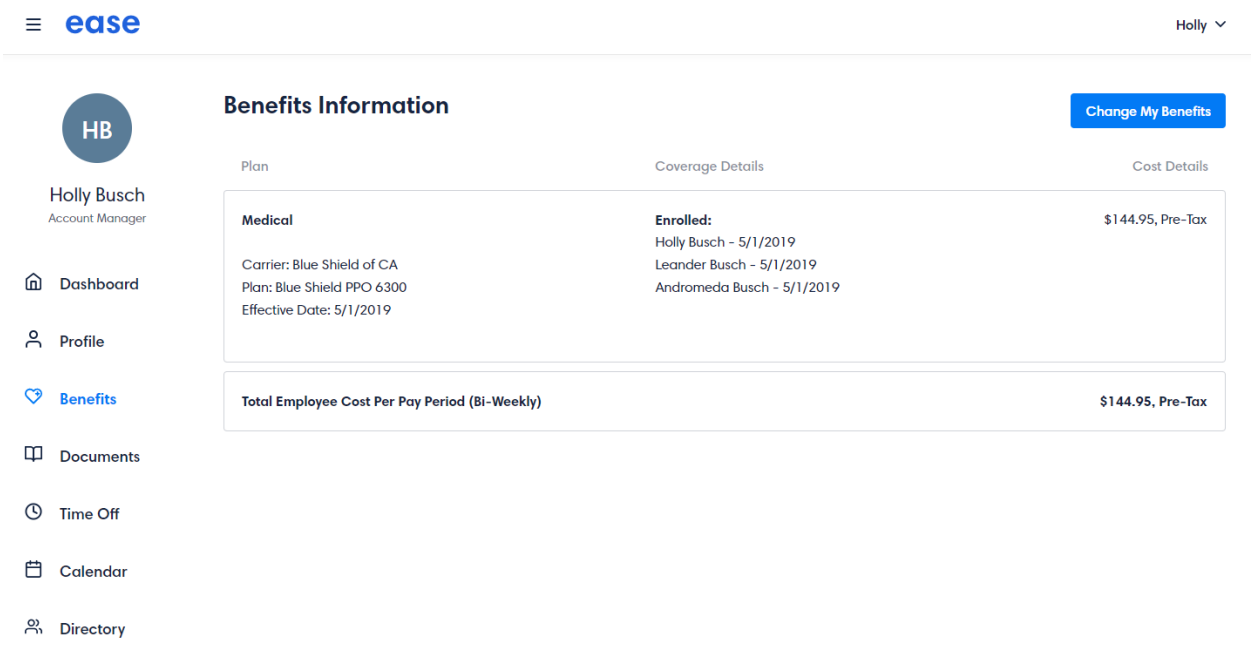
5. If dependents to be enrolled in benefits are not listed, click **Add**.
6. Complete **Add Dependent** information.
7. Click **Add Dependent**.
8. Click **Continue**.



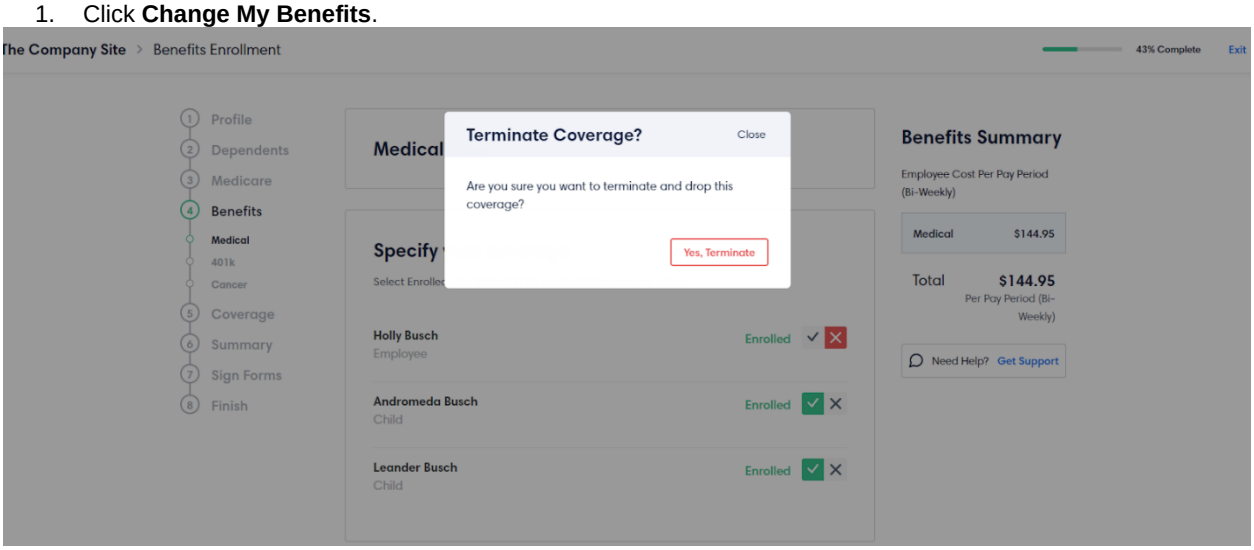
9. Click **Review** and acknowledge receipt for each document.
10. Click **Continue**.



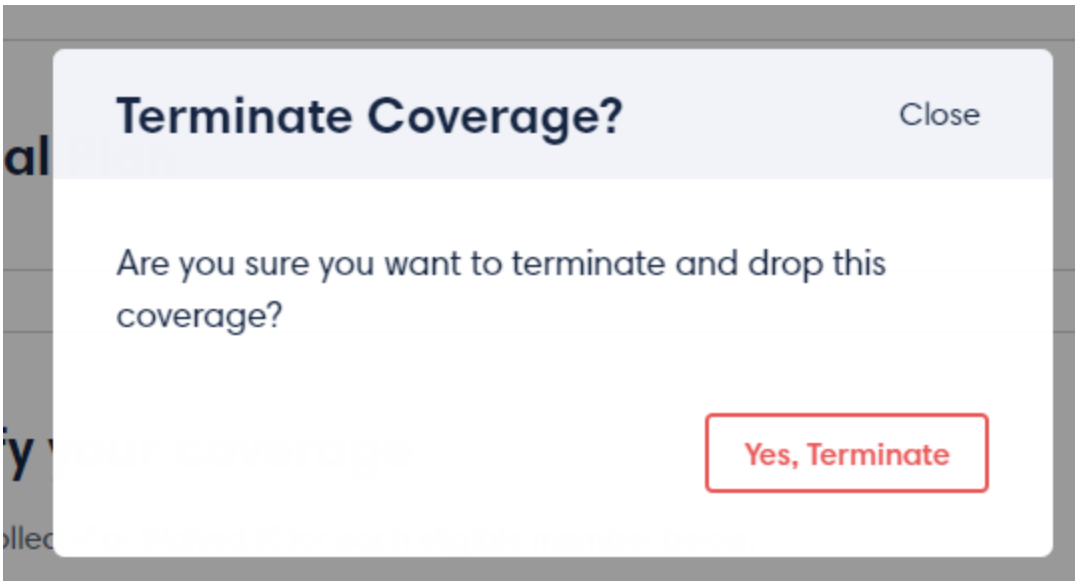
11. If Medicare Coverage is enabled, click **Add**.
12. Complete Add Medicare Coverage information.
13. Click **Add Medicare Coverage**.
14. Click **Continue**.



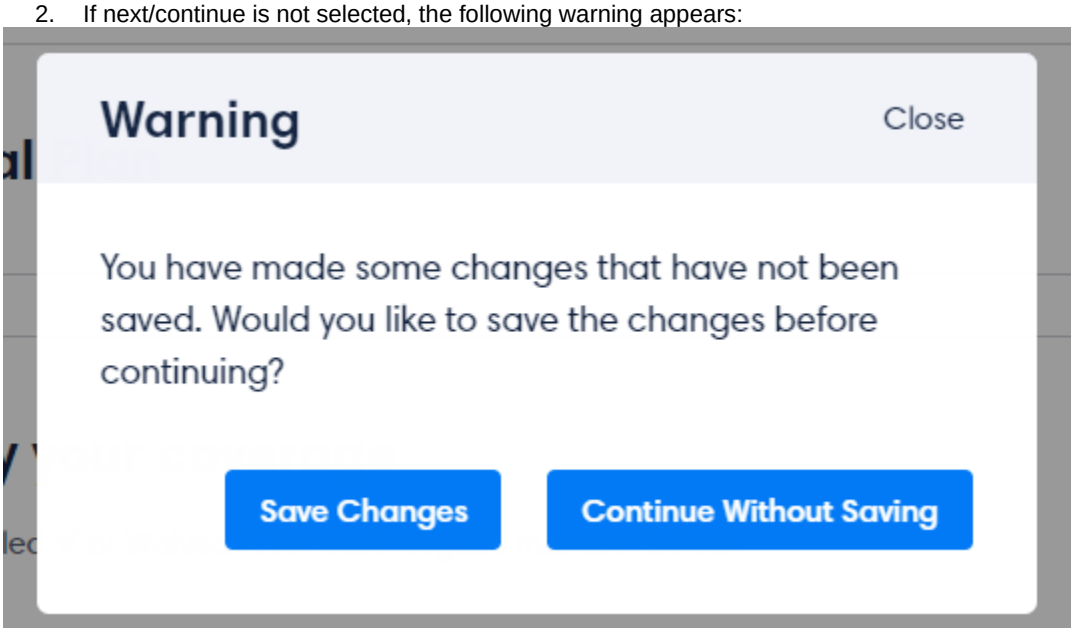
1. Click **Change My Benefits**.



1. Click "**X**" next to plan to be terminated.
    - Prompt to ensure terminating active coverage is desired.



1. Click **Yes, Terminate**.
2. If next/continue is not selected, the following warning appears:



1. Click **Save Changes**.

End of Procedure