



# Helpful Hints

*for online enrollment*

**As you get ready to enroll in your benefits using the online enrollment tool (BenefitFocus), check out these helpful hints in order to be prepared for a successful open enrollment experience:**

- ◆ **ALL** employees need to log in to their portal to confirm their current benefit elections
- ◆ If you want to add a dependent to any of your benefits, please have their social security number (SSN) available before starting the enrollment process
- ◆ Under the life insurance benefit, please verify and/or update your current beneficiary information
- ◆ Once you have completed your online benefit selections, print and save your *Employee Summary Report*
- ◆ You can log back in to **make changes** as often as you wish during the open enrollment period
- ◆ *The last day for open enrollment is Friday, November 9<sup>th</sup>*