Instructions for Completing Open Enrollment

1. Make sure you are in Google Chrome.
2. Go to MyEconnect (under Faculty & Staff section of the SSCC website) and log in.
3. Navigate to Benefits by using the icon in the blue favorites section at the top of the screen or by opening the navigation menu (3 lines in the upper left corner) and clicking Benefits from the list.
4. You will see the Open Enrollment listed with a "Start Enrollment" button to the right. Click start enrollment.

Once you are in the enrollment, you will have 4 pages to get through. You will only need to enter information on 2 of the pages.

Page 1 – Gives you information about the open enrollment and deadlines.

Page 2 – Will show your original enrollment date with SSCC benefits, **do not change this date**. You will also have sections to verify any dependents and beneficiaries. Click the arrow to the left of each category and double check the information is accurate.
- To add a dependent or beneficiary you will need the date of birth and social security number of the individual to be added.
- You will not be able to delete a dependent from the system. You can only remove them as a covered dependent on page 3 of the enrollment.

Page 3 – This is where you will make your benefit elections.
- Benefits *will not* renew or auto enroll based on your current coverage. You will need to go through each category and make the appropriate selections.
- You will see a green circle with a white check mark next to some of the options. These indicate the options you currently have.
- You will need to go into each category and either select an option to enroll in, or select Waive.
- To select an option, you will need to check the **Box** to the left of the option you want to enroll in.
  - For medical, dental, and vision you will get a pop-up showing who is covered on the policy. This is where you can add or remove a dependent from coverage.

Page 4 – This is a review of the options you just selected. Look it over to verify everything is correct.
- If everything is correct, you *must* click Submit at the bottom of the page to complete your enrollment. If you do not click submit, your enrollment will not be completed.
- If you need to make changes, click the back button at the bottom of the page to return to page 3 and make changes. When you are done with changes click next to return to page 4 to review your selections. Once you are satisfied, you *must* click Submit at the bottom of the page to complete your enrollment. If you do not click submit, your enrollment will not be completed.