Welcome to the Annual Benefits Open Enrollment. For detailed information about benefits and plan choices see the Open Enrollment Guide

Let’s get started!

Log into INSIDE F&M

Select My Info tab

Annual Benefits Open Enrollment
Navigation Tips

- Any time you see a red * the field is required.

- Inactivity for 15 minutes will log you out of Open Enrollment, and any changes you have made without saving will be lost.

- Selecting the **Restart Button** will restart the open enrollment process, new elections will not be saved.

- Selecting the **Cancel Button** will cancel the enrollment process, all elections made for the new year will be removed.

- Selecting **Reopen Open Enrollment** allows you to make changes to your new elections at any time during Open Enrollment.
Open Enrollment Details Page

<table>
<thead>
<tr>
<th>Group</th>
<th>Benefits Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>No choices made in this group.</td>
</tr>
<tr>
<td>Flex Spending</td>
<td>No choices made in this group.</td>
</tr>
</tbody>
</table>

**Open Enrollment**

- **Open Enrollment Start Date:** April 27, 2020
- **Open Enrollment End Date:** May 8, 2020
- **Benefits Effective Date:** July 1, 2020

**July 1, 2020 Open Enrollment Dates**

- **Start:** April 27, 2020 at 12:00 a.m.
- **End:** May 8, 2020 at 11:59 p.m.
- **Effective Date:** 7/1/2020
- Payroll Deductions will appear on the check received 07/03/2020 if you are paid biweekly and 07/24/2020 if you are paid monthly.

Note: this just means you have not started open enrollment and you have not yet made any Health or Flex Spending Choices during Open Enrollment.

You will only see the ‘Start Open Enrollment’ button when you first begin the process.
Open Enrollment Details Page

Select a Group to view your elections.

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<td>Health High Deductible Plan</td>
</tr>
<tr>
<td></td>
<td>Vision Plan will be continued into the new year.</td>
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**Buttons**:
- [Complete]
- [Restart]
- [Cancel]
Select any one of the highlighted benefit options. If you are opting out of a benefit be sure to select that option as well.

- **Health Group**
  - OPT OUT Health Plan This benefit deduction cannot be selected as you have selected the following: Health High Deductible Plan
  - OPT OUT Dental Plan This benefit deduction cannot be selected as you have selected the following: Dental Plan
  - OPT OUT Vision Plan This benefit deduction cannot be selected as you have selected the following: Vision Plan
  - **Dental Plan** You have asked to continue this benefit into the new year
  - **Health High Deductible Plan** You have asked to continue this benefit into the new year

Health Low Deductible Plan This benefit deduction cannot be selected as you have selected the following: Health High Deductible Plan

- **Vision Plan** You have asked to continue this benefit into the new year
Electing a New Benefit

In this example I wish to enroll in the Dental Plan.

From the Open Enrollment Group Summary Page, select Dental Plan.
Choose the coverage plan desired. Then select Add Choice to enroll.

To update your dependents complete the Dependent Change Form.

Quick Tip
Click on Open Enrollment Group, this will return to your benefit choices.
Note: If you have not selected the Add Choice button, your election will not be saved.
Changing from the Low Deductible Plan to the High Deductible Plan (or vice versa)

In this example I wish to change from the Low Deductible Health Plan to the High Deductible Health Plan.

From the Open Enrollment Group Summary Page
- First select the Low Deductible Plan, and end coverage.
- Then Select the High Deductible Plan and select coverage.

<table>
<thead>
<tr>
<th>Health Group</th>
<th>Plan</th>
<th>Employee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Plan</td>
<td>B-Employee Plus One</td>
<td></td>
</tr>
<tr>
<td>Highmark Health Plan High Deductible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highmark Health Plan Low Deductible</td>
<td></td>
<td></td>
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</table>

You have asked to continue this benefit into the new year.

Vision BiWeekly
You have asked to continue this benefit into the new year.
Changing a Benefit Plan continued…

Open Enrollment Choice Detail Page

You now can see that the Low Deductible Plan has been terminated for the new year.

To continue, select Open Enrollment.
Next, I want to enroll in the Highmark High Deductible Plan. Select Highmark High Deductible Plan from the Health Group

**Quick Tip**
Click on Open Enrollment Group, this will return to your benefit choices. Note: If you have not selected the Add Choice button, your election will not be saved.
Confirm Your Elections

Take time to review your elections.
Select each group, verify the coverage plan.

Health Group
OPT OUT Health Plan This benefit deduction cannot be selected as you have selected the following:
Health High Deductible Plan
OPT OUT Dental Plan This benefit deduction cannot be selected as you have selected the following:
Dental Plan
OPT OUT Vision Plan This benefit deduction cannot be selected as you have selected the following:
Vision Plan

Dental Plan You have asked to continue this benefit into the new year

Health High Deductible Plan You have asked to continue this benefit into the new year

Health Low Deductible Plan This benefit deduction cannot be selected as you have selected the following:
Health High Deductible Plan

Vision Plan You have asked to continue this benefit into the new year

If you want to start all over again, select the Restart button.

You’re not done yet - just one more step!
Completing Open Enrollment

You have saved your elections and have completed open enrollment. You’ll know you’re done when you see the **Complete** button change to **Reopen Open Enrollment**.

### Open Enrollment

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**Flex Spending**: No choices made in this group.

Select Complete to Finish Open Enrollment
Need to Make Changes?

Don’t worry, the **Reopen Open Enrollment** button will allow you to make changes at any time during the Open Enrollment Period.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Employee</th>
<th>WebTailor Administration</th>
<th>Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search</strong></td>
<td></td>
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Select Reopen Open Enrollment
Once your elections have been made, review your Benefit Summary using an ‘As of’ date of 7/1/2020 (monthly) or 6/7/2020 (biweekly) to be sure your changes were saved.

Select 7/1/2020 to review your elections and dependents.
If you need to add, correct, or delete a dependent you must complete the Dependent Change Request Form located on Inside F&M on the My Info tab. Complete the online form by providing date of birth & social security number and bring supporting documentation (marriage certificate or birth certificate, for example) to Human Resources by Friday, May 15.