# Complete Your Open Enrollment Elections (Employees)
## QUICK REFERENCE GUIDE

PROCESS STEPS

All State of Maryland Employees/Retirees will have access to online Open Enrollment. Open Enrollment begins October 15, 2019. Please look for the Open Enrollment announcement and link on the SPS Welcome page. If you are not making any changes, your current coverage will rollover to 2020, EXCEPT for Flexible Spending Accounts. You must re-enroll in FSA each year.
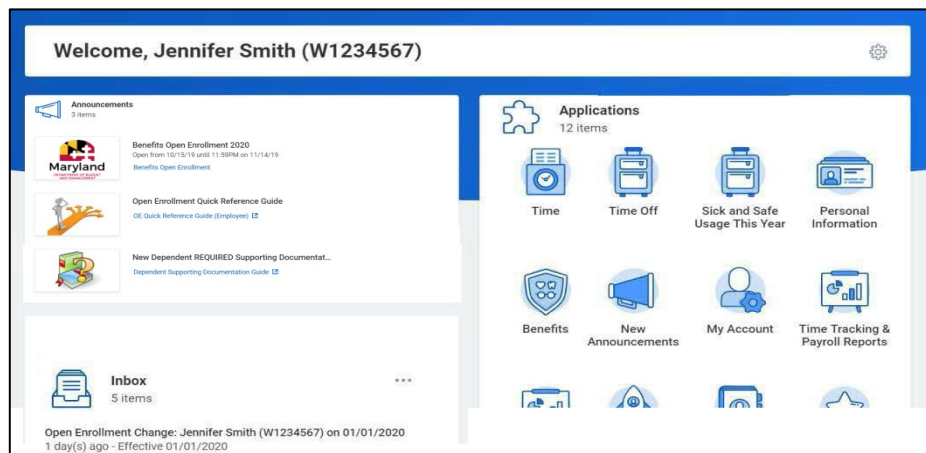
1. You can access the Open Enrollment event from the SPS Welcome page by clicking **Benefits Open Enrollment** in the **Announcements** section. If you do not have a **Benefits Open Enrollment** link please contact your Agency Benefit Coordinator (ABC).
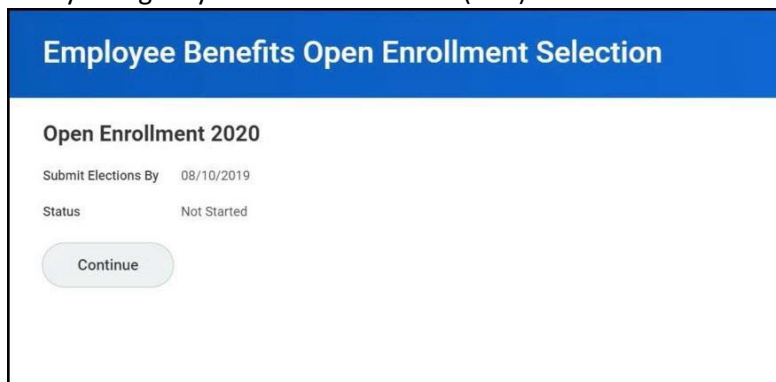
2. Click the **Continue** button to go to the Health Care and Accounts screen to enroll or change your elections.
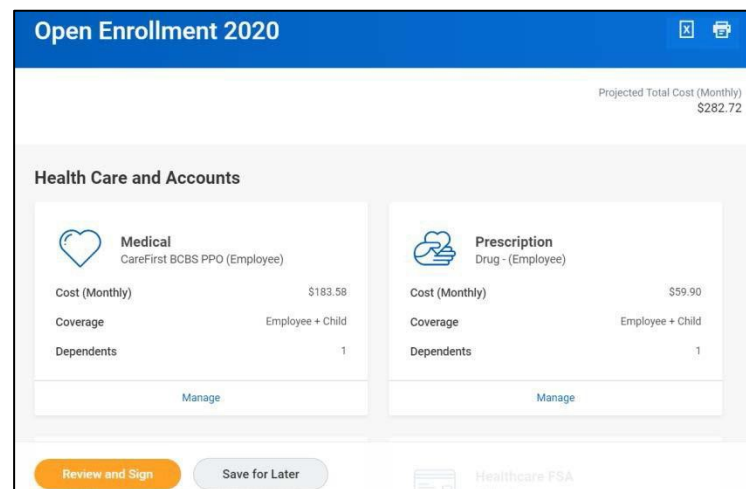
3. The benefit elections are listed by category: Medical, Prescription, Dental, Healthcare FSA, Dependent Care FSA, Life Insurance, etc. All elections from the previous plan year will populate EXCEPT the FSA. You can select the **Manage** or **Enroll** button to enroll or make changes to current elections.

In this example, we will click the Manage button in the **Medical** section.

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4. Click the **Select** button for the plan which you want to elect. Note that you will only be able to select one of the plans. If you want to drop/remove coverage, click the **Waive** button. Then click the **Confirm and Continue** button to continue to select the dependents to be added to the plan, if applicable. You will not see the Dependents page if you selected to Waive coverage.

5. On the **Dependents** screen, check or uncheck the box next to each dependent you want to add or remove from the plan. Then click the **Save** button.

*If you want to add a new dependent, click the **Add** button. On the "Add My Dependent from Enrollment" page, you will see the REQUIRED supporting documentation for each dependent type. After clicking OK, proceed to enter all of the information for the new dependent including the SSN or ITIN, if the dependent has one. Then SAVE. You will be returned to the Dependents page and you will see your newly added dependent now displays and has been selected for coverage. You must add/attach the REQUIRED supporting documentation in the **Attachments** section of the Open Enrollment event. (see Step#8).*

If you see a data issue with one of your current or newly added dependents (i.e., Typo in Name or Date of Birth, Relationship, etc) DO NOT add a new dependent. Proceed with elections with the current dependent and contact DBM Employee Benefits Division with the dependent data issue; they will assist with correcting the data.

6. You will get a message that the changes have been updated but not submitted. Next proceed to update the other plans as desired and then click the **Review and Sign** button once you are ready to submit your changes. *Note you can also click the **Save for Later** button if you want to return at a later time to finish the elections.*

WARNING: If you do not finalize (Review and Sign and Submit) your open enrollment changes before the end of Open Enrollment, your elections/changes will not go into effect January 1, 2020; your elections by default will remain the same as your 2019 elections and you will not be able to add the dependent until the next open enrollment, EXCEPT for FSA which will be discontinued.

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7. On the **View Summary** page, you can do a final review of the Selected and Waived benefits. The total monthly cost displays at the top right of the screen and the plan monthly cost next to each plan.

8. In the **Attachments** sections, you MUST attach required supporting documentation if you have added a new dependent(s). If you have not added any new dependent(s), no attachment/documentation is required.

   To attach a document(s), click the Select files button and then browse to find the files that need to be uploaded, select and attach. Note that LEGIBLE photos of documents are acceptable. Use the Upload button to attach more more than one document.

9. Read the Electronic Signature section and then click the I Accept checkbox to certify your elections.

10. Then click the Submit button to submit your Open Enrollment elections.

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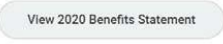
11. You will get a message that you have enrolled in benefit elections. You should click the [View 2020 Benefits Statement] button to view and print your benefits statement or click the [**Done**] button to finish. Please note that with the change to online open enrollment, you will no longer receive a printed confirmation statement from DBM EBD. After printing, click the "home" ⓦ icon in the upper left-hand corner of the page to return to the SPS Welcome page.

You can make changes to your Open Enrollment elections anytime during the Open Enrollment period. Open Enrollment will close for election changes at at 11:59pm on November 14, 2019. To make election changes, return to the **Announcements** *section on the SPS Welcome page and click the* **Benefits Open Enrollment** *link OR proceed to your Benefits icon and click the* **Change Open Enrollment** *button at the bottom of the page in the "Current Cost" box.*

Once Open Enrollment is closed at 11:59pm on November 14, 2019, no more changes can be made to elections for January 1, 2020. If a new dependent has been added, the required supporting documentation MUST be submitted/ attached to your open enrollment event. ***Any new dependent added without having the correct documentation attached will be removed from coverage for January 1, 2020.*** *If you have any questions on the correct/required documentation please review the* New Dependent Required Supporting Documentation *link on the SPS Welcome page in the Announcements section or contact your ABC for assistance prior to submitting your open enrollment elections.*