Complete Your Open Enrollment Elections (Retirees)
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.

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 DBM Employee Benefits Division at 410-767-4775.

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, Life Insurance, etc. All elections from the previous plan year will populate. 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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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) DONOT 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.

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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.

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[Image of plans available, select and waive options]

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[Image of dependents page, add a new dependent button]
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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 displayed at the top right of the screen and the monthly cost displayed next to each plan will not reflect your actual costs for retirees receiving partial subsidy. After Open Enrollment closes, the DBM Employee Benefits Division will mail you an Open Enrollment Confirmation Statement that will display your individual costs based on the subsidy you receive.

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 than one document.

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

10. Then click the Submit button to submit your Open Enrollment elections.
11. You will get a message that you have enrolled in benefit elections. You
   can click the View 2020 Benefits Statement button to view and print your benefits
   statement or click the Done button to finish. As noted earlier in
   step #7, the total monthly cost and individual plan monthly costs will not reflect
   your actual costs on this statement for retirees receiving partial subsidy. You
   will receive a printed Confirmation Statement from DBM Employee Benefits
   Division that provides your actual costs after the close of Open Enrollment. Click
   the "home" icon in the upper lefthand corner of the screen 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 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 the DBM Employee Benefits Division at 410-767-4775
for assistance prior to submitting your open enrollment elections.