

Navigate Through Open Enrollment FY 2015
May 1, 2014 – May 15, 2014
All Open Enrollment Plan Choices Effective as of July 1, 2014

To Access WebCentral, go to <https://webcentral.du.edu>

- Enter your DU/Banner ID number – (should be 9 digits starting with 87...)
- Enter your pass code. If you do not know your pass code, please call the main HR office at 303-871-7420 to have it reset.

To View Current Benefits:

- Click on “Employee” tab
- Click on Benefit Statements, Current
- This will **ONLY** tell you about the current plan year’s benefits – you will not be allowed to add/change current benefits here.

For Open Enrollment:

- From WebCentral main page, click on “Employee” tab
- Click on Open Enrollment
- If this is your first time this year to access Open Enrollment, click on “Enter Open Enrollment”. The words on this button will automatically change to “Add My Changes”. (After making your choices in Open Enrollment, which is further explained below, you will need to click on this button to do a “final save” for your choices and review the choices you made during the session.)
- Once you are in “**Open Enrollment**” in MyWeb: To choose a **Health plan**, click “Health”. To sign up for a **Flexible Spending Account**, click “Flex Spending”. To choose a **Dental or AD&D plan**, click “Dental/Vision/AD&D”.

NOTE: To make changes to your Life Insurance coverage during Open Enrollment, please call the main HR office at 303-871-7420 or email us at totalrewards@du.edu for appropriate forms. Open Enrollments changes to Life Insurance coverage(s) are not done online. In addition, Retirement Plan enrollments and changes are not part of Open Enrollment. This may be done at any time during the year.

- Select a plan for yourself and/or your dependents: choose a plan (i.e. Kaiser HMO) and then choose a plan option (i.e. Employee + child(ren)). To save your selection, click “Add Choice”.
- To switch to a different plan for the upcoming plan year when you are already enrolled in an existing plan, you will first need to **STOP** the current plan: click on “Stop Benefit”. Then you may select a different plan by clicking on the new plan you want (i.e. Kaiser POS), choosing a plan option (i.e. Employee Only), and save by clicking “Add Choice”. Or, if you do not wish to choose a new plan and are just cancelling the plan you are in for the new plan year, just click “**Open Enrollment**” without selecting a different plan and you will go back to the main Open Enrollment menu.

- Now, you will need to add or select your dependents for coverage under each plan by clicking on “*****REQUIRED: Select Your Covered Dependents Here**”. You can also modify any dependent information in this area. Hold the Control (“**CTRL**”) button on your computer keyboard and click on the names of all dependents (in the box toward the bottom of the screen) to be added or covered on each plan so they are highlighted. Click on “Submit”.
- If dependents have been added correctly, you will see “*Your dependents have been added successfully*” on the screen. ***Remember that you need to select which dependents you want covered for each plan that you are enrolling in.***
- Return to the Open Enrollment main screen by clicking the “Return to Main Menu” link on the top right-hand-side of the screen.
- To save all of your final Open Enrollment choices and review what you chose, click “Add My Changes” on the main Open Enrollment screen. You can then click on “Review My Choices” (or something similar) which should pull up a screen which shows all of your benefit choices for the upcoming plan year. Print for your records.
- If you have questions or are still having problems navigating this system after looking over these instructions, the Total Rewards Office wants to help. Please call us at Ext. 17420 or email us at totalrewards@du.edu and someone from our staff will get back to you as quickly as possible.

Again, you may make changes to your benefit choices any time during the Open Enrollment period which runs from May 1, 2014 – May 15, 2014. Your final benefit choices will become effective for the new plan year which begins July 1, 2014.