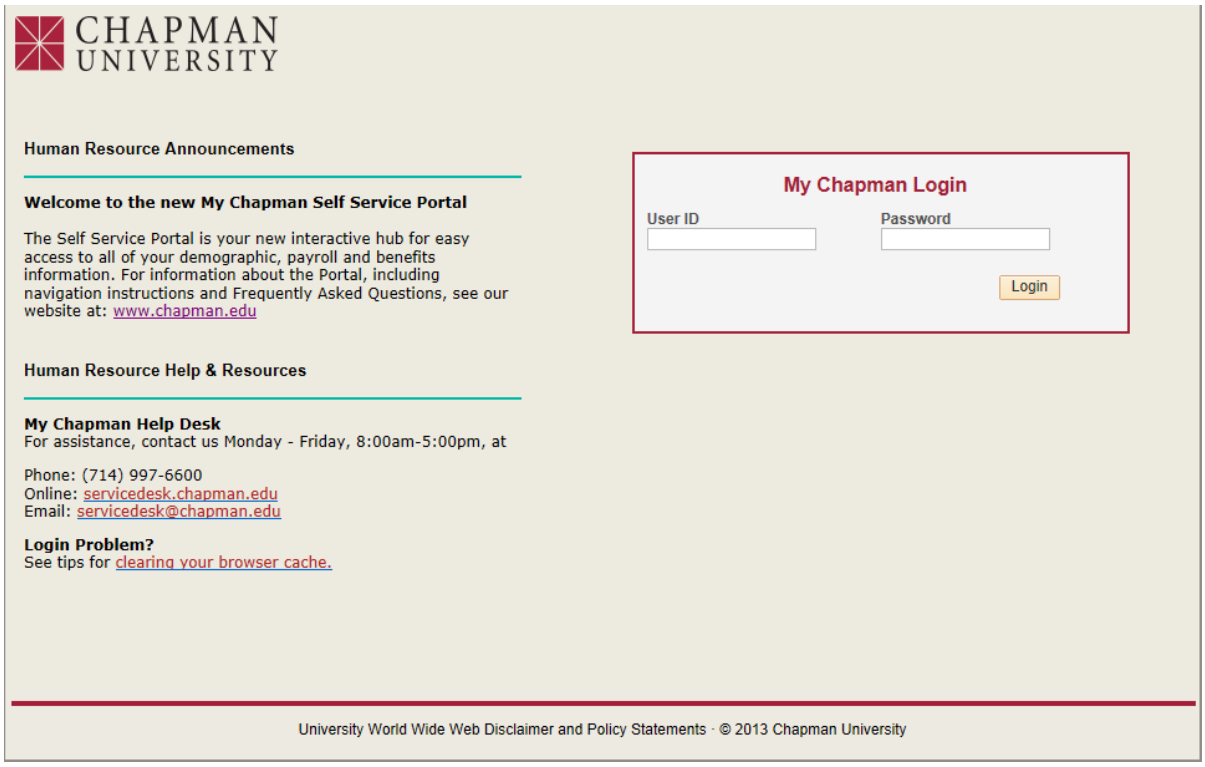
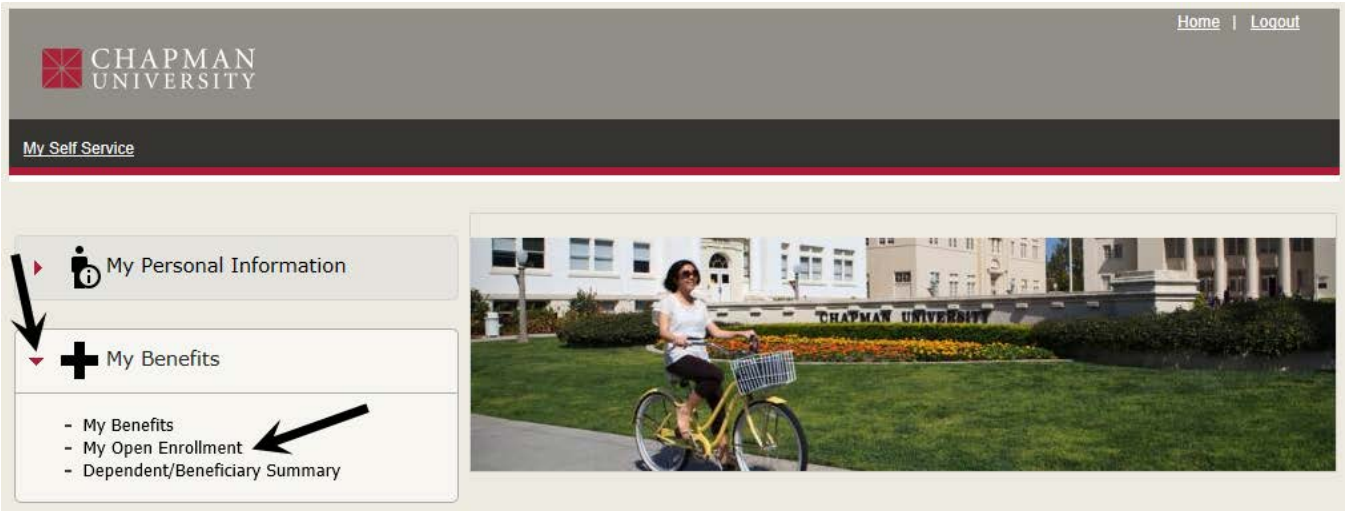
CHAPMAN UNIVERSITY

OPEN ENROLLMENT for 2018
Reference Guide

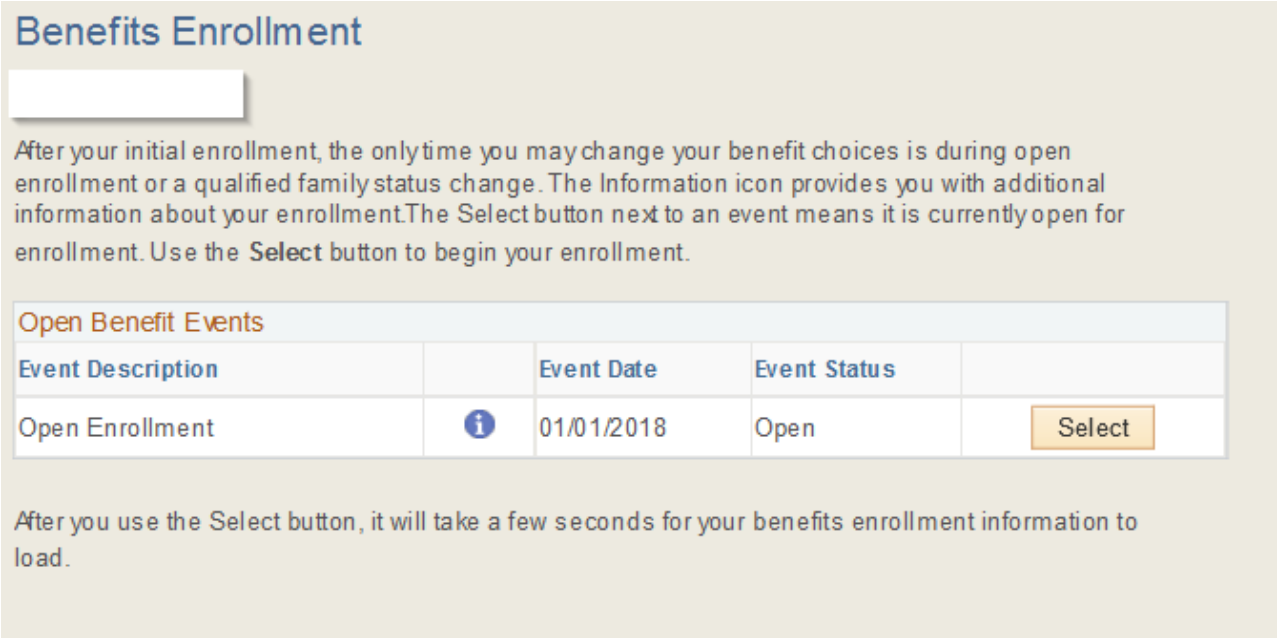
STEP 1 – Log into My.Chapman.edu with your Chapman User ID and Password.



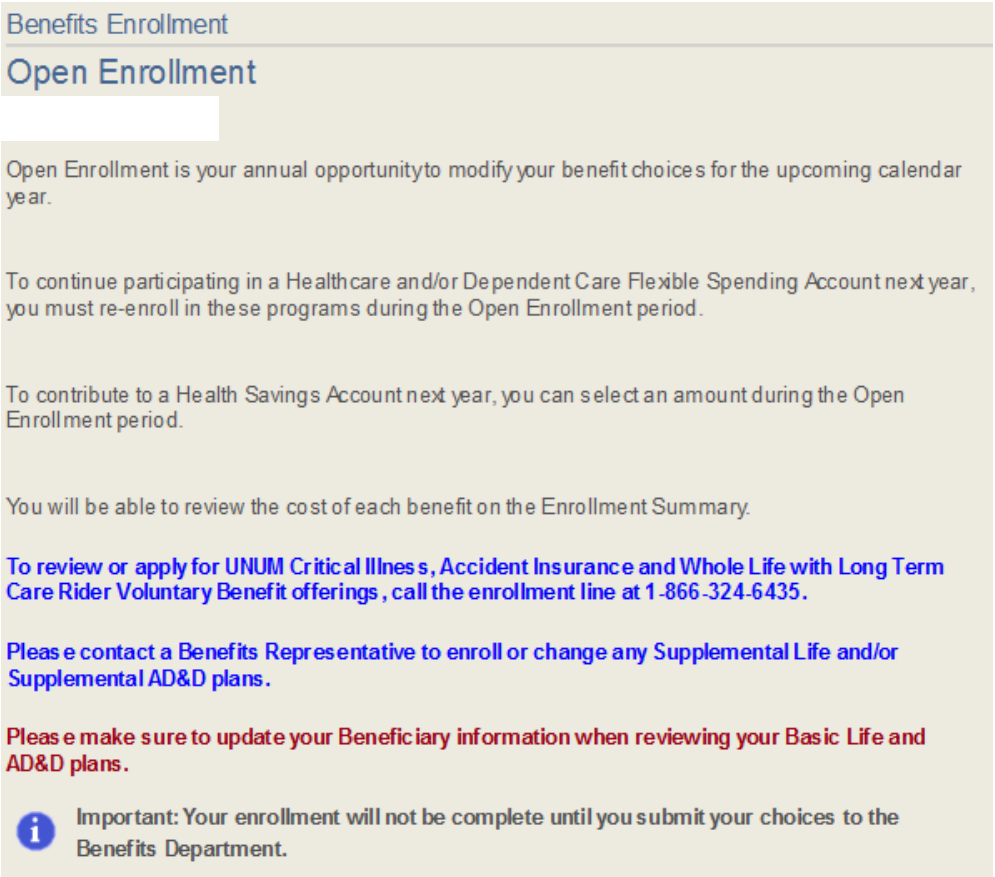
STEP 2 – Click on the red arrow to open the **My Benefits** box. Click on **My Open Enrollment**.



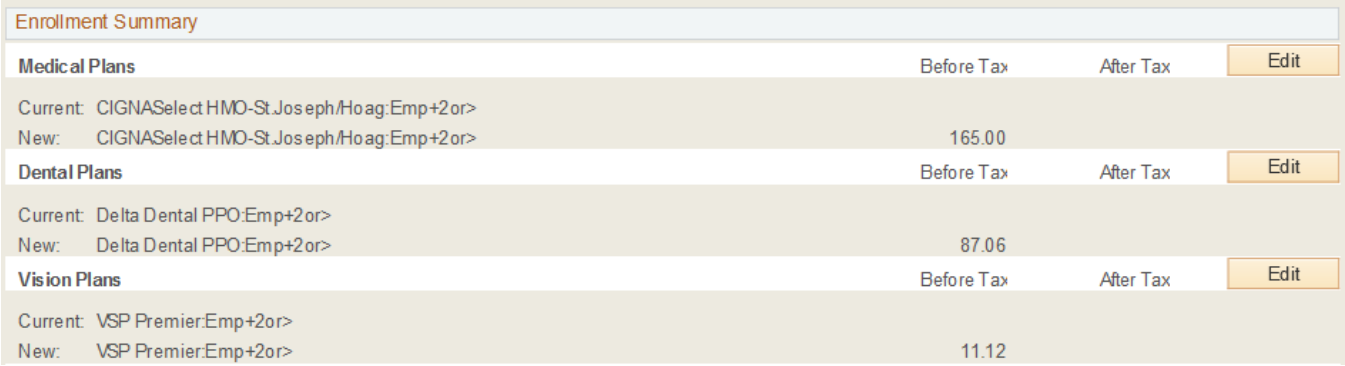
STEP 3 – Click the **Select** button to open the benefits menu.



STEP 4 – Review the messages provided for important reminders.

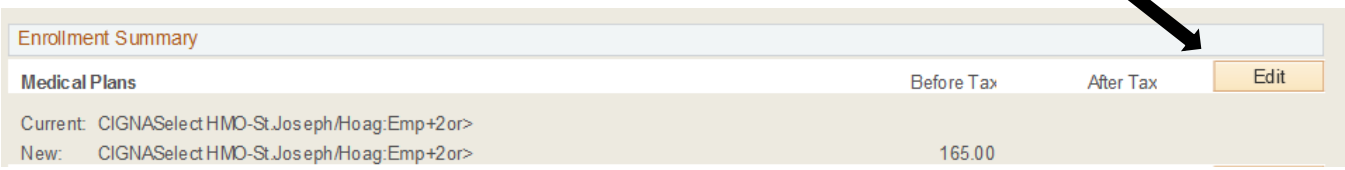


STEP 5 – The Enrollment Summary section displays your current 2017 plan information. Please note that current plans are the “default” for the 2018 plans if you do not update anything.

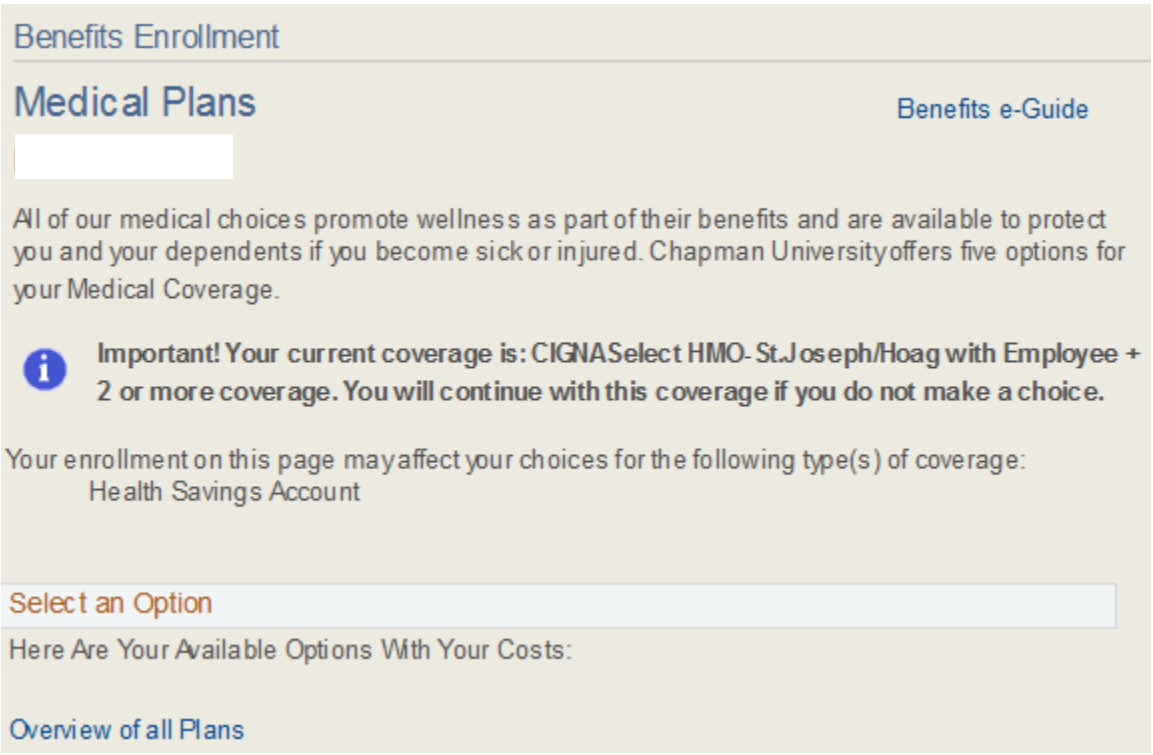


TO CHANGE BENEFIT PLANS & DEPENDENT ELECTIONS

STEP 6 - Review the Enrollment Summary data and click the **Edit** button on the plan you wish to change.

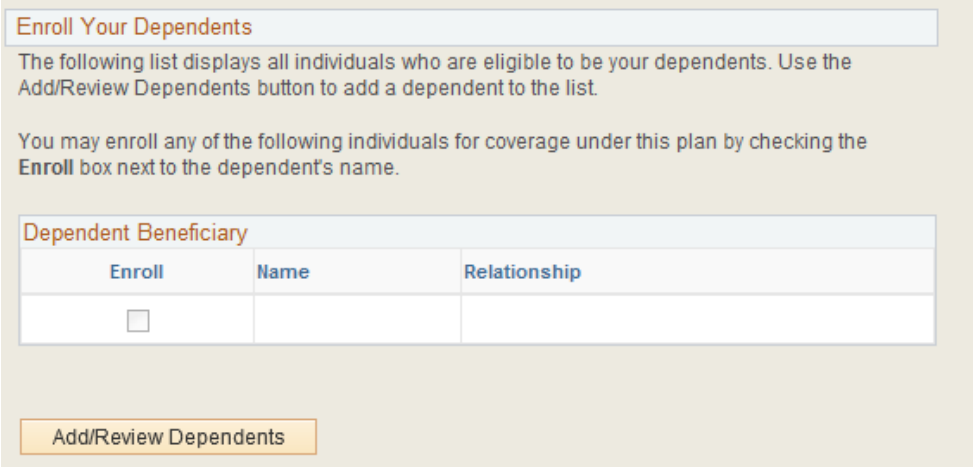


You will be presented with a list of all available plans and your costs. NOTE: You can click the link to the Benefits e-Guide for detailed information on each plan.

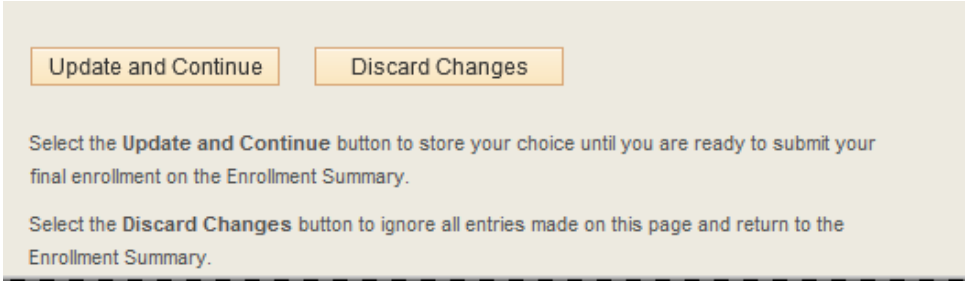


Make your selection by clicking on the radio button next to the plan.

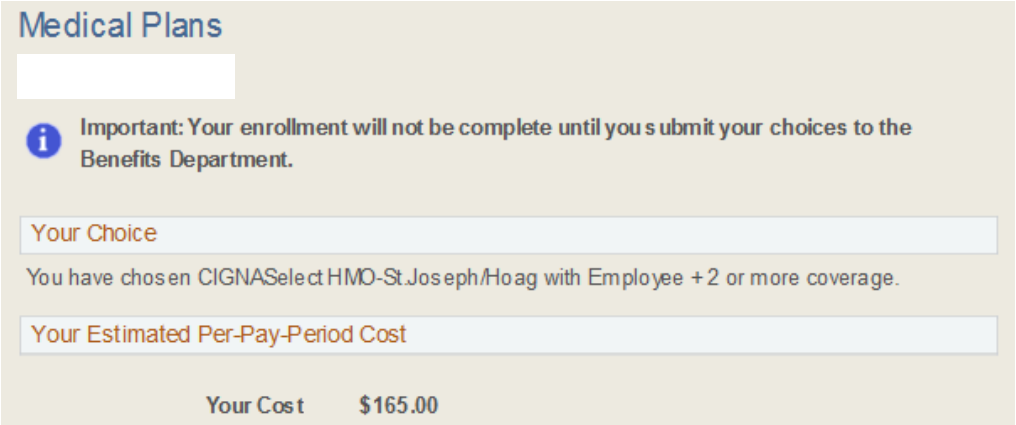
STEP 7 - To update/add/remove dependents scroll to the bottom of the screen to the Enroll Your Dependents section. To add/change dependent information click the **Add/Review Dependents** button. To remove a dependent "uncheck" the Enroll box.



STEP 8 - After you have made your selection/changes, scroll to the bottom of the page and click the **Update and Continue** button or the **Discard Changes** button.



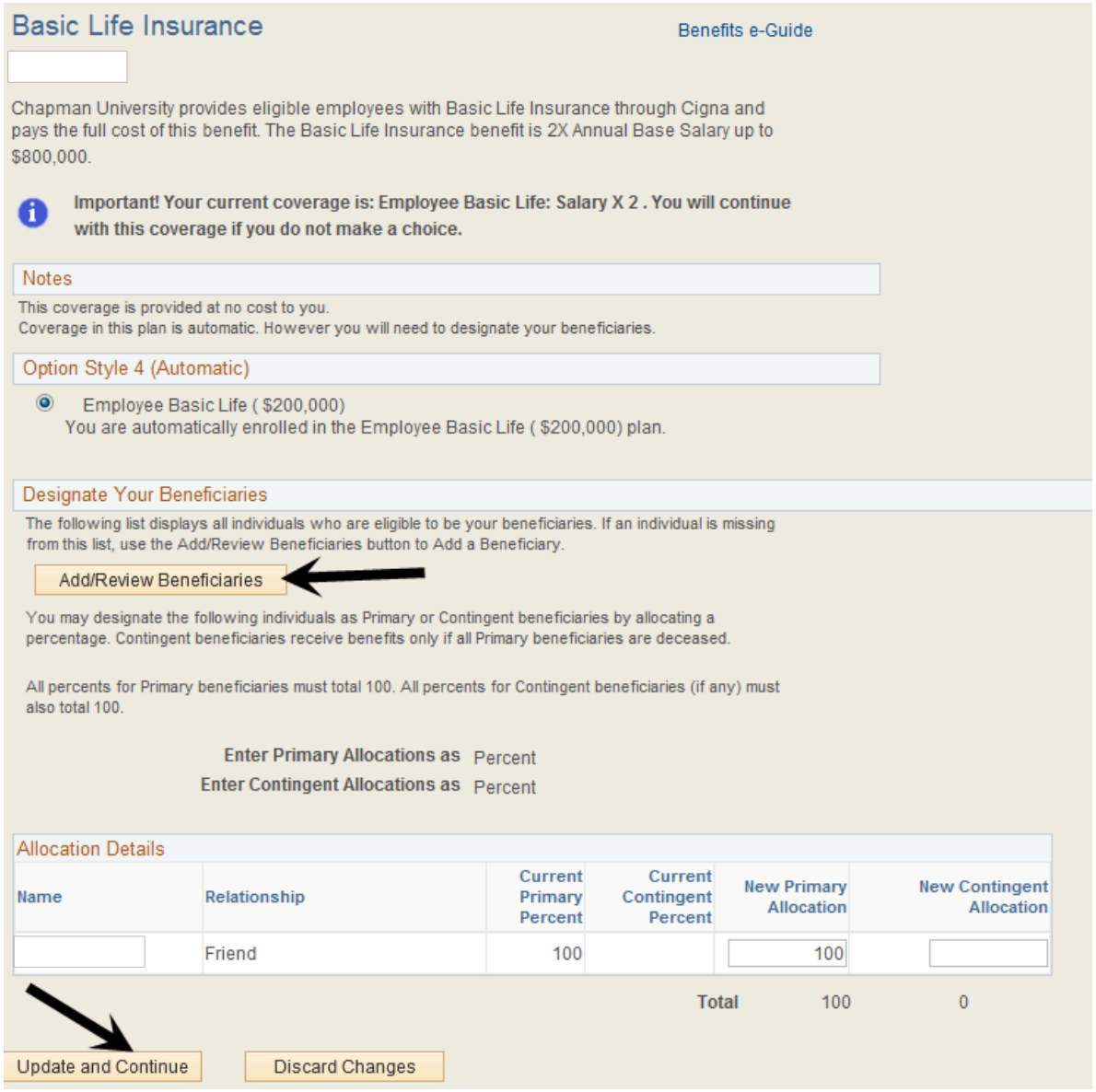
STEP 9 - You will be prompted to confirm your elections. Click the **Update Elections** button to save your changes or **Discard Changes** button to return to the prior screen.



STEP 10 - You will return to the Open Enrollment home page. At this point, you can return to any of the plans and make additional changes by clicking on the **Edit** button next to the plan.

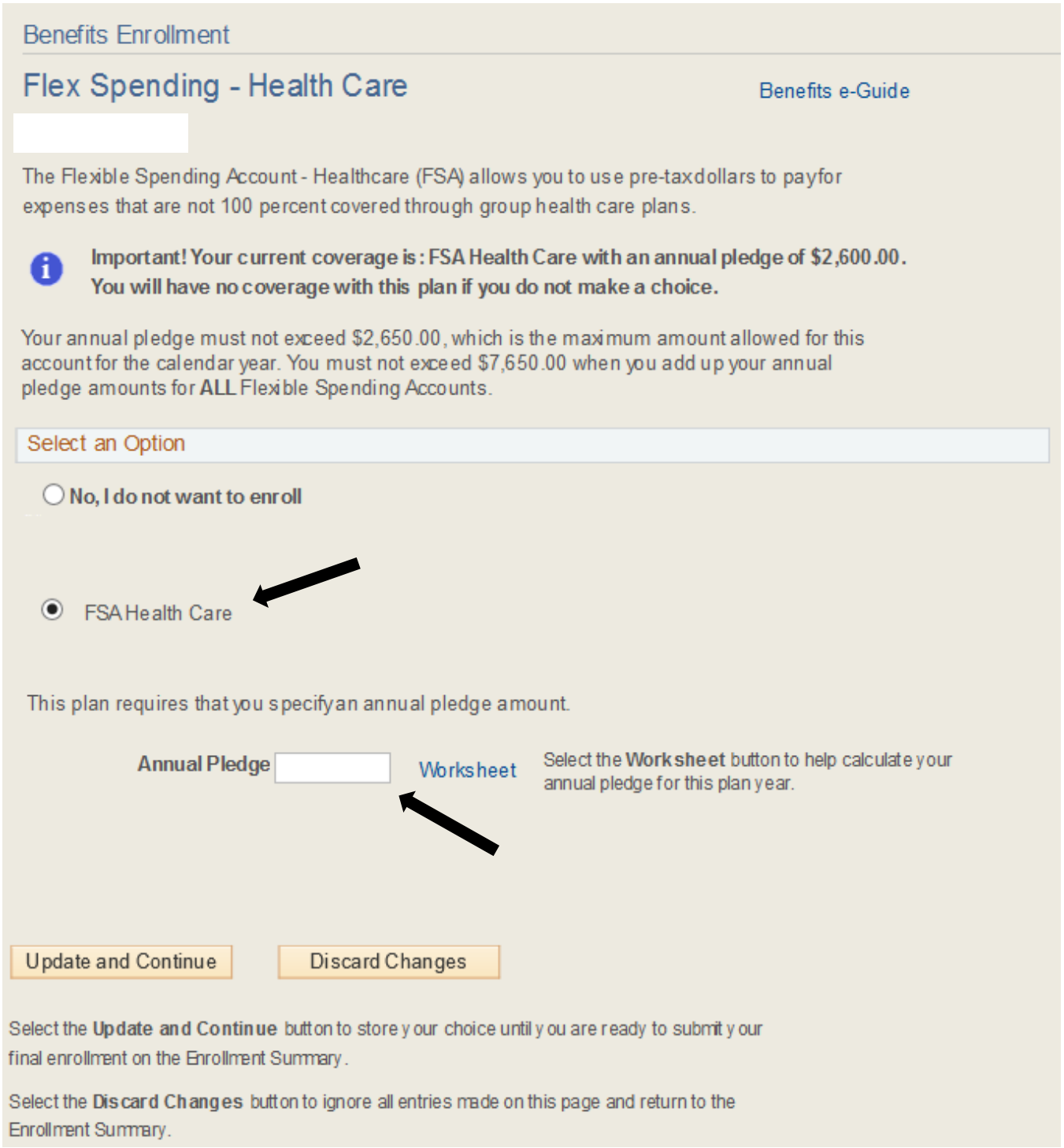
STEP 11 – It is important to update/review your Primary and Contingent Beneficiary(ies) information for the Basic Life and AD&D plans. Click on the **Edit** box.

The detail window appears. Click the **Add/Review Beneficiaries** button to make changes and then click the **Update and Continue** button or the **Discard Changes** button.

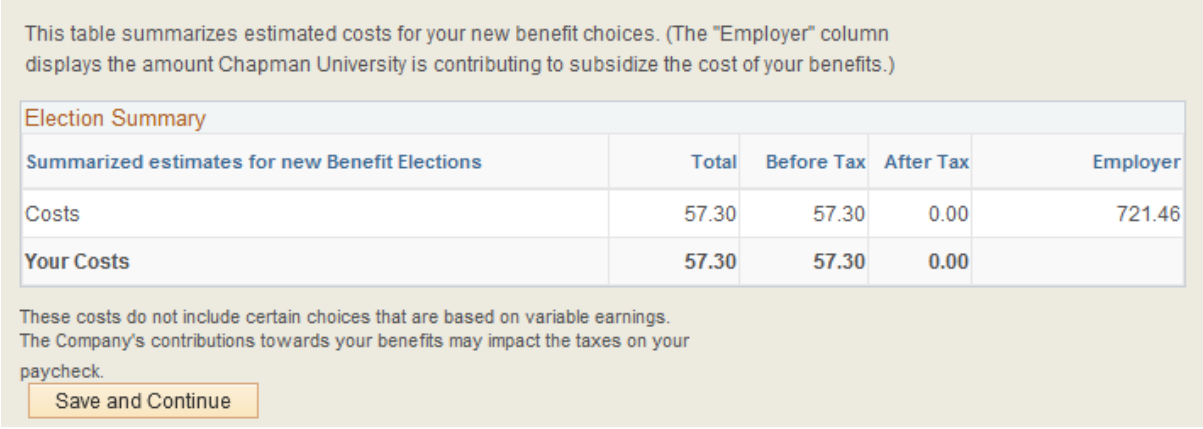


STEP 12 - If you participated OR wish to participate in a Flexible Spending Account (either Health Care or Dependent Care) you **MUST** make an election every year – it does **NOT** roll over. Click on the **Edit** button(s) to open the window.

Once you click on the FSA radio button you will need to enter an Annual Pledge amount. The Worksheet will assist you in determining the amount that will be deducted from your paychecks. After you enter the amount, click the **Update and Continue** button or the **Discard Changes** button.



STEP 13 – After making changes/updates, scroll to the bottom of the Open Enrollment screen and review your Election Summary to review the updated costs of your plans. **Remember these costs are per pay period.**



This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount Chapman University is contributing to subsidize the cost of your benefits.)

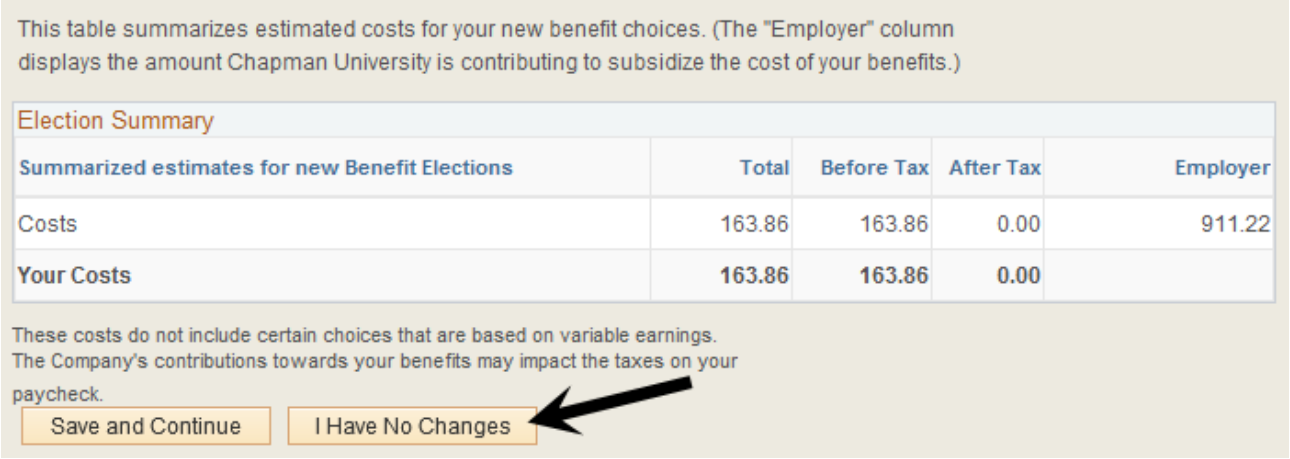
Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	57.30	57.30	0.00	721.46
Your Costs	**57.30**	**57.30**	**0.00**	

These costs do not include certain choices that are based on variable earnings. The Company's contributions towards your benefits may impact the taxes on your paycheck.

Save and Continue

If you did NOT or do NOT want to make any changes to your plans – you can scroll to the bottom of the Open Enrollment page and review the Election Summary. Click the **I Have No Changes** button.



This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount Chapman University is contributing to subsidize the cost of your benefits.)

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	163.86	163.86	0.00	911.22
Your Costs	**163.86**	**163.86**	**0.00**	

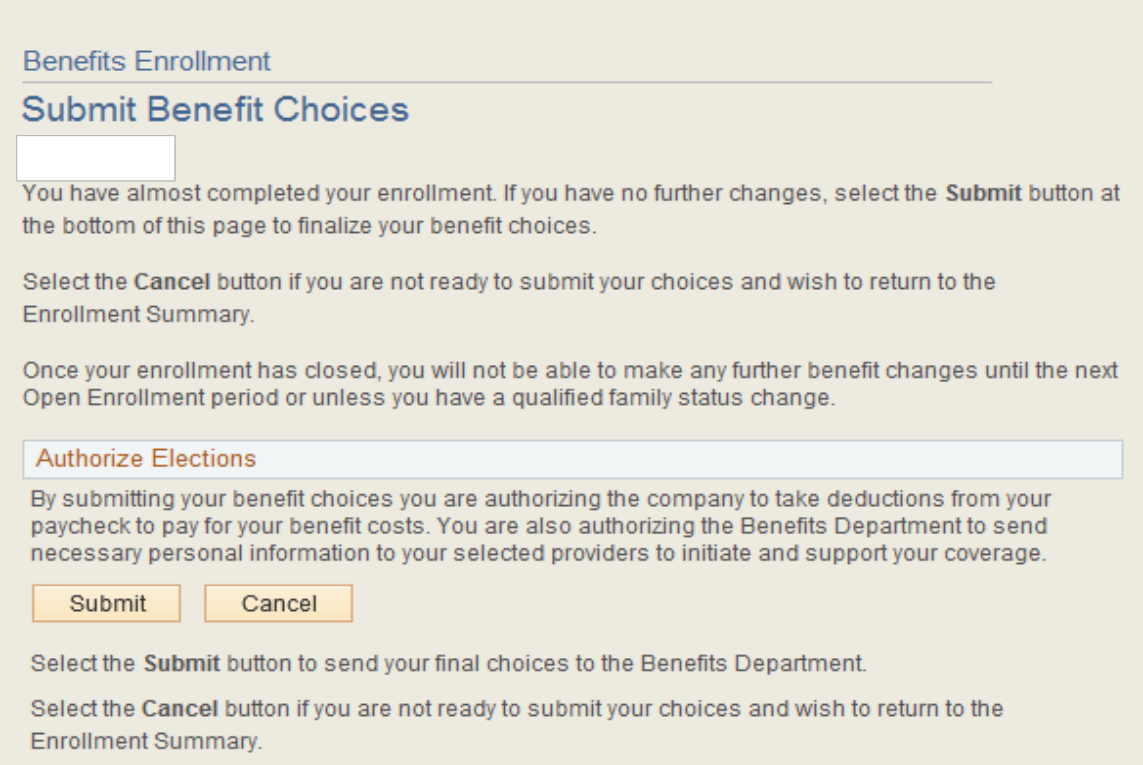
These costs do not include certain choices that are based on variable earnings. The Company's contributions towards your benefits may impact the taxes on your paycheck.

Save and Continue | I Have No Changes

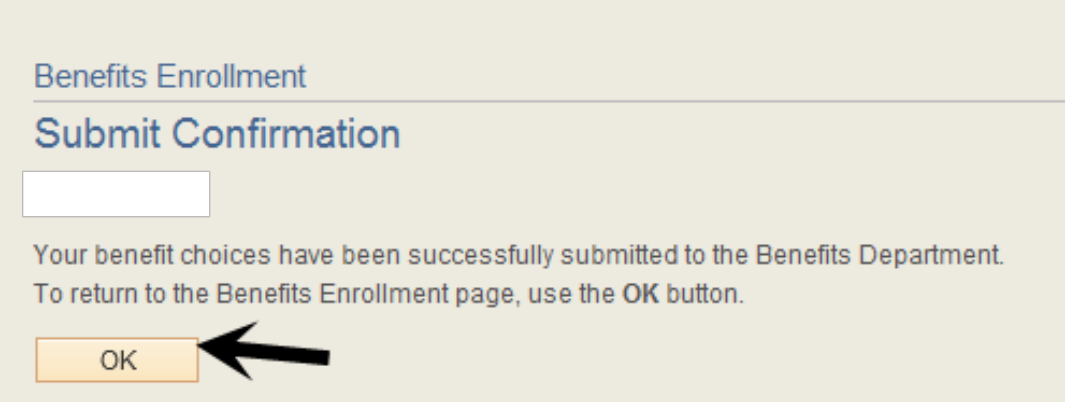
STEP 14 - it is recommended that you print a copy of your elections before you submit your selections. The Open Enrollment page has opened in a new window. You will need to use your browser print feature to print this page. **RIGHT CLICK** in the Open Enrollment window and select **Print** from the pop-up window. The print menu will appear. Select your printer, leave the Page Range as All and click Print.

TO FINALIZE YOUR BENEFIT PLANS & DEPENDENT ELECTIONS

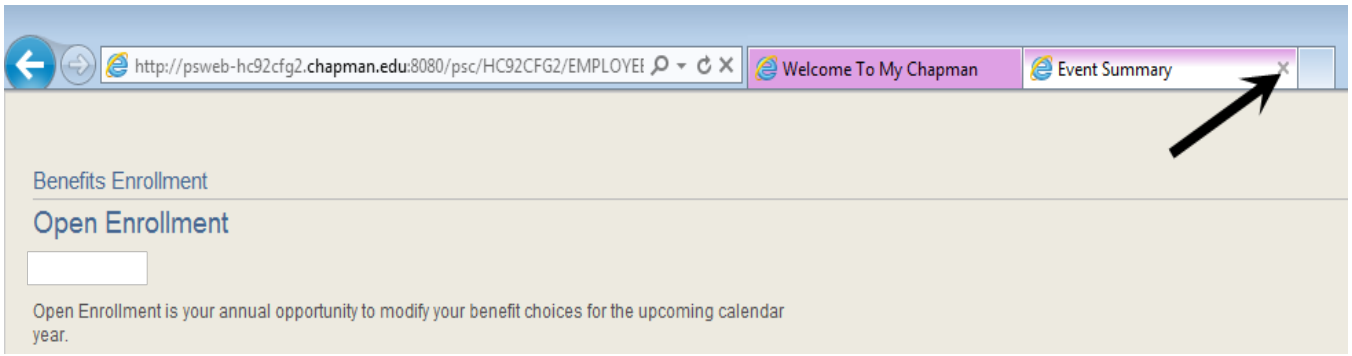
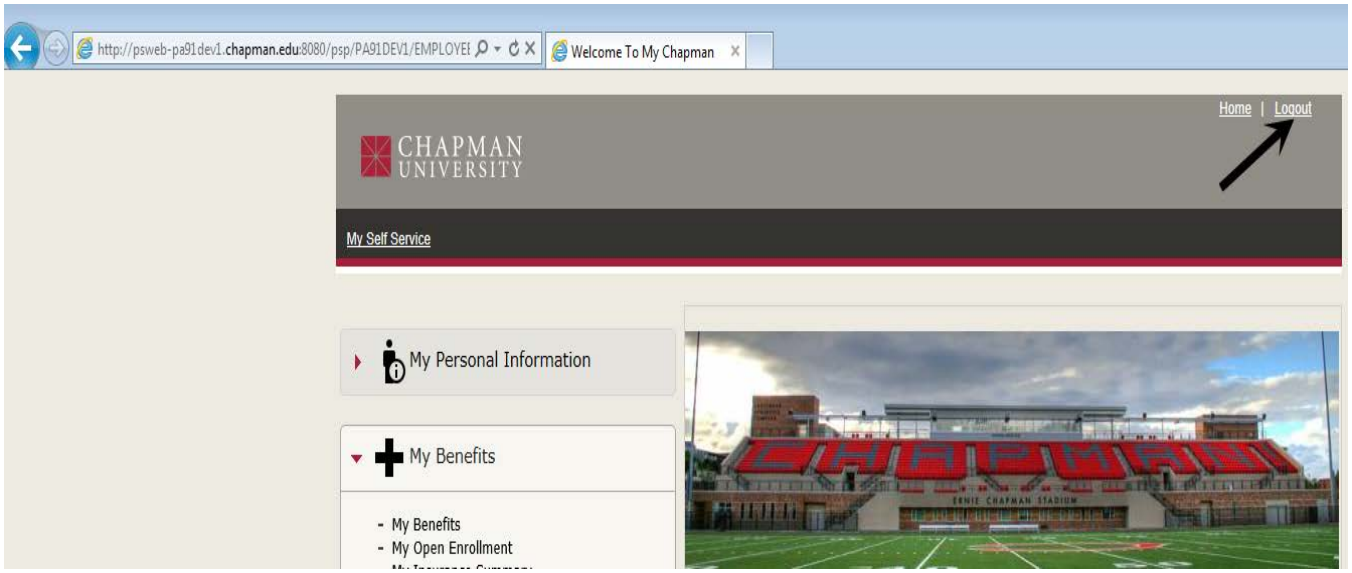
STEP 15 – After you click either **Save and Continue** (if you have made changes) OR **I Have Made No Changes,** you will be presented with an option to submit your benefits or opt to cancel and return to the Open Enrollment home page. By clicking on the **Submit** button you are finalizing your 2018 benefit elections. You can click the **Cancel** button if you are not ready to finalize your selections. You can continue to make changes until the end of Open Enrollment.



You will receive confirmation that your elections have been submitted. Click the **OK** button to return to the Open Enrollment page.



STEP 16 - Close the Open Enrollment window by clicking on the X to the right of the Event Summary window in your browser.



STEP 17 - You are back to the My Chapman home page. Click the Logout link to exit My Chapman.