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.

Benefits Enrollment

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change. The Information icon provides you with additional information about your enrollment. The Select button next to an event means it is currently open for enrollment. Use the Select button to begin your enrollment.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Event Date</th>
<th>Event Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Enrollment</td>
<td>01/01/2020</td>
<td>Open</td>
</tr>
</tbody>
</table>

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.

STEP 4 – Review the messages provided for important reminders.

Benefits Enrollment

Open Enrollment

Open Enrollment is your annual opportunity to modify your benefit choices for the upcoming calendar year.

To continue participating in a Healthcare and/or Dependent Care Flexible Spending Account next year, you must re-enroll in these programs during the Open Enrollment period.

To contribute to a Health Savings Account next year, you can select an amount during the Open Enrollment period.

You will be able to review the cost of each benefit on the Enrollment Summary.

STEP 5 – The Enrollment Summary section displays your current 2019 plan information. Please note that current plans are the “default” for the 2020 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.

Benefits Enrollment

Medical Plans

All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured. Chapman University offers five options for your Medical Coverage.

Important: Your current coverage is: CIGNA Select HMO-St.Joseph/Hoag with Employee + 1 Dependent coverage. You will continue with this coverage if you do not make a choice.

Your enrollment on this page may affect your choices for the following type(s) of coverage:

Health Savings Account

Select an Option

Here are your available options with your costs:

Overview of all Plans

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.

![Enroll Your Dependents](image1)

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.

![Update and Continue](image2)

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.

**Medical Plans**

![Important: Your enrollment will not be complete until you submit your choices to the Benefits Department.](image3)

**Your Choice**

You have chosen CIGNASelect HMO-St. Joseph/Hcag with Employee + 1 Dependent coverage.

**Your Estimated Per-Pay-Period Cost**

| Your Cost | $95.00 |

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.

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.

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.
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 2020 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 top right of your browser.