

My Open Enrollment Navigation Instructions

These instructions assume you are successfully logged in to MyHR. If you are experiencing problems accessing MyHR or you need assistance with your Network login or password, contact the Support Center at 704-446-6161 or 1-866-446-6161.

Review the materials in your 2010 Benefits Open Enrollment package prior to making your 2010 benefit plan elections (all materials are also available for review at the My Open Enrollment pagelet >click on Reference).

You may make changes between October 21, 2009 – November 11, 2009.

After you log in to MyHR:

1	Click on the Employee tab.
2	Locate the My Open Enrollment pagelet. This should be the pagelet at the top of the third or far right column.
3	
4	Click on the Open Enrollment link under Step 2 in the My Open Enrollment pagelet.
5	Read the opening information on the Benefits Enrollment page. When you are ready to begin your Open Enrollment selections, click on the Select button under the Open Benefits Event banner.

6 Please read through the opening information. Scroll down the page to the **Enrollment Summary and Premiums** banner to find the different benefit plans that are Open Enrollment eligible. If you wish to make a change to your existing plan or coverage for a particular plan, including adding or deleting dependents, click on the **Edit** button.

If elections have been previously submitted during this open enrollment, your screen will state this. Click **OK** to make additional changes.

Important: Flexible Spending Account (FSA) plans require re-enrollment each year. This includes the Health Care FSA and the Dependent Day Care FSA. You will not be enrolled in the FSA plans for 2010 if you do not make a new election.

After you have completely reviewed your “New” elections for each plan on the Enrollment Summary and Premiums page, if you do not want to make any changes in your benefit plan choices for 2010, click on the **I Have No Changes** button at the bottom of the page.

7 Once you have completed your elections for the 2010 plan year, remember to click on the **Submit** button to finalize your enrollment elections.

8 **Step 3** of My Open Enrollment provides information on how to enroll or make changes in **Group Term Life and Accidental Death & Dismemberment (AD&D)** plans. You must contact Americas Insurance Advisors at 1-888-859-7555 during the Open Enrollment period.

9 Make sure to complete your **Health Questionnaire** in **Step 1** to receive your premium incentive for 2010!



Have You HQ'd?

Complete your HealthQuestionnaire (HQ) during Open Enrollment —
even if you have already completed it earlier in the year.