Online Enrollment Instructions

• Enter your User Name and Password
  • User Name - Banner ID (first 9 numbers including the zeros)
  • Password - Social Security Number, no dashes
• Select “Start New Enrollment”
• Choose the appropriate event from the menu
  • New Hire – only newly hired employees should select
  • Change of dependent information – changing dependent information only
  • HSA election – making changes to your Health Care Savings Account election only
  • Update Beneficiary Designation – use if making changes to your beneficiary designation
  • Other Life Event – for benefit changes associated with life events such as birth, marriage, divorce, loss of employment
• If you choose “Other Life Event” from previous menu, select the appropriate event from the menu
• Complete online enrollment
  ✓ At the end of the process, click “submit enrollment”
  ✓ Print confirmation of your enrollment form for your records