





Human Resources

Step 3:	Dn the main page, you will see the following links: "2011 Benefit Summary" and "Open Enrollment". Click on the "2011 Benefit Summary" link to review and print your current penefit coverage.				
	Please choose from the options listed to the right. Main Men	Main Menu		Cancel	
	If you want to return to the Home page, click on the Cancel button. 20pen Enrollin Make your of 2012.	<u>1ent</u> 5en enrollment elections for	 2011 Benefit Summary View a summary of your 2011 benefits. 2012 Benefit Summary 		
	 Earnity Statu Make benefi qualifying ch Update Depo Update basi 	<u> change</u> changes as a result of a ange in family status. <u> ndent Information c data about your dependents </u>	View a summary of your 2012 benefits. Medical Cost and Plan Comparison Tool Compare benefit coverage under your available medical plans for <u>2011</u> or <u>2012</u>		
	Update Bene Add benefici designation	ficiary Information aries or update your beneficiary 3.	AFLAC Group Critical Illness Open a browser to access the AFLAC Gr Critical Illness website.	oup	
	Please disregard the coverage.	tirees are not eligible to enroll in this			
Step 4:	To select your 2012 benefits, click on the "Open Enrollment" link.				
Step 5:	Click on each benefit to make your 2012 Benefit Options. For example, when you click on "Medical", you will see all the Medical Plan Options. When finished making your Medical selection, click "Continue".				
	Step 1: Select from the Medical plan options in the table to the right. Medical Note: The Web/ID tool is provided to assist you with a side by side comparison of the medical plans. 2012 election: BCBS Open Access POS for Retiree O Costs shown are monthly amounts. Children can remain on their parent's health insurance po the medical plans. Children can remain on their parent's health insurance po the coverage, children do not need to be financially depe on your tax return, resident of your household, enrolled a Your medical rate may be increased by \$30.00 for the S		tly icy until they are 26 years of age. To be eligible for dent on you for support, claimed as dependents students or unarried to be eligible. moker Surcharge.	Continue Cancel	
	vour dependents you wish to cover for medical. Note: If you need to add, update, or drop a court-	ame	Help Me Decide		
	ordered dependent, please contact your local Human Resources Representative. Step 3: Click on the Continue button when you are finished. No Cove	ten Access POS A Open Access POS CBS Open Access POS d B BCBS Open Access POS rage	\$175.34 \$43.70 \$0.00		
	If your tobacco status has changed, click on the Tobacco User Status link and update your status.				
Step 6:	Once you are finished, carefully review your selections and click "Submit". Be sure to print the confirmation page.				
Step 7:	If you enroll prior to November 4, 2011, you will receive an Enrollment Confirmation Statement in the mail during the week of November 7 th – November 11 th . Carefully review this statement and make sure it matches your online statement. If you need to make changes or corrections to your 2012 benefit selections, you will have until November 18 th to do so. <i>Friday, November 18, 2011 is your final day to enroll!</i>				

Note: If you do not have access to the internet or a computer, you may complete the Enrollment Worksheet you received in the mail and return to Human Resources by November 11, 2011.

If you are not making changes to your benefit elections for 2012, you do not need to enroll on-line or submit a form to HR. Your 2011 elections will roll over to the 2012 plan year. REMEMBER: even if you do not make a change to your plan elections, the plans change each year. Make sure to read about the changes to the plans for 2012.