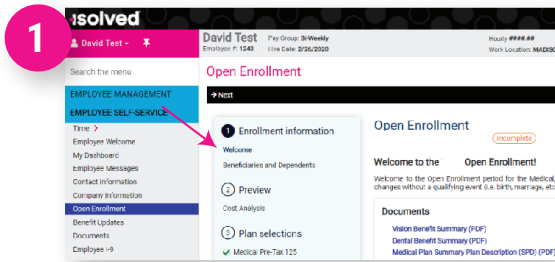
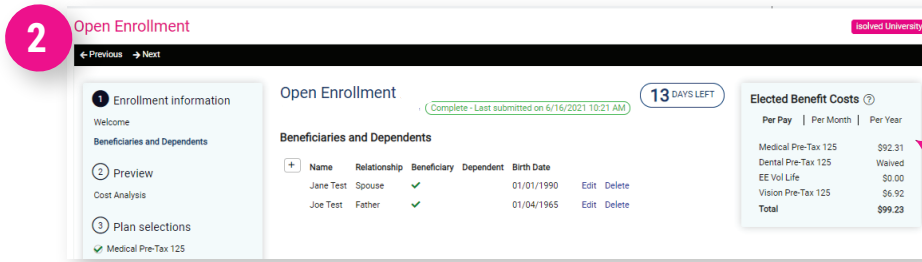


How to Complete Open Enrollment - Desktop



Employee Self-Service > Open Enrollment

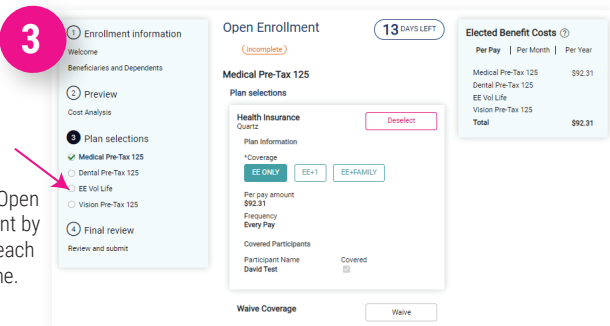
Log into: payrollcompany.myisolved.com and navigate to "Open Enrollment." Click on the "Welcome" screen to see information and resources regarding your benefits.



Beneficiaries and Dependents

A **beneficiary** is a person that is designated by you to receive a benefit, like life insurance. A **dependent** is a person who is eligible to be covered under your benefit plan. Use the "+" button to add a new person, or use the edit or delete buttons to make changes to those already listed.

Utilize this box to help you identify your cost as you enroll or waive coverage.

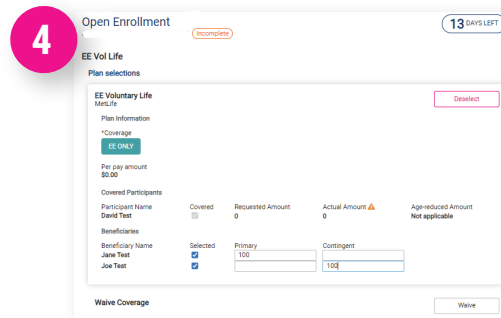


Navigate through Open Enrollment by clicking each plan name.

Keep or Change Your Coverage

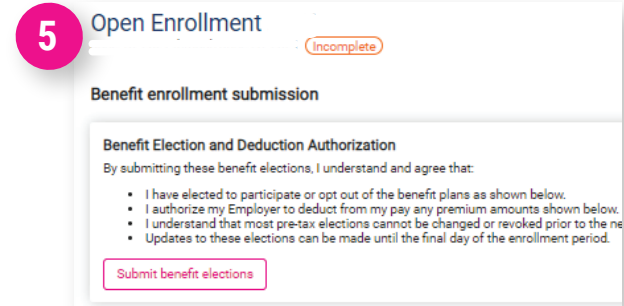
Select the coverage tier you'd like and verify the individuals listed under "**Covered Participants**." If you decide you no longer want coverage, click, "Waive."

Reminder: If you'd like to enroll a dependent on your plan, they must be listed as a dependent in step 2.



Selecting a Beneficiary for Voluntary Life

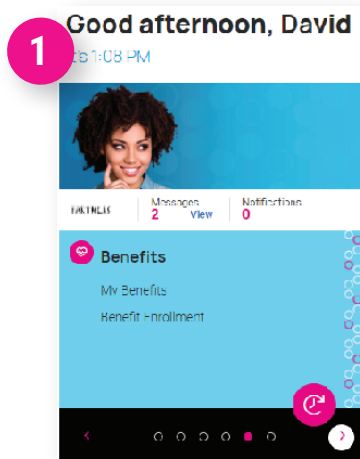
If you are enrolling in life insurance, you must select a **beneficiary**. You can divide a percentage amongst a number of people as long as it equals 100.



Verify and Submit Elections

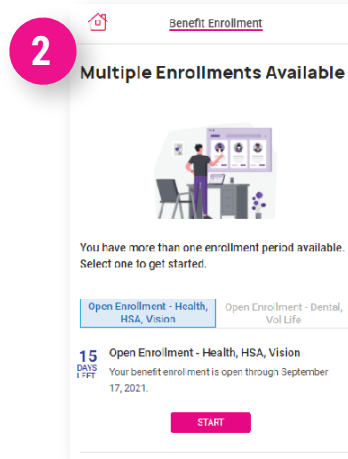
Once you've reviewed your benefit election decisions, click "**Submit Benefit Elections**." The "Incomplete" status will change to "Complete."

How to Complete Open Enrollment - AEE Mobile App



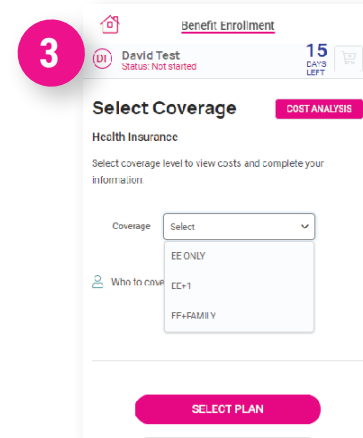
Benefits > Benefit Enrollment

Open the AEE web app on your phone and swipe the menu cards until you find "Benefits."



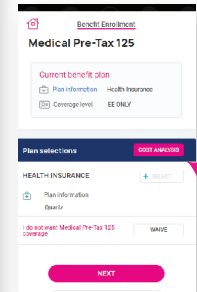
Multiple Enrollments

You may have multiple enrollments available. Click "Start" to begin. You will verify your personal, beneficiaries, and dependent information is correct.

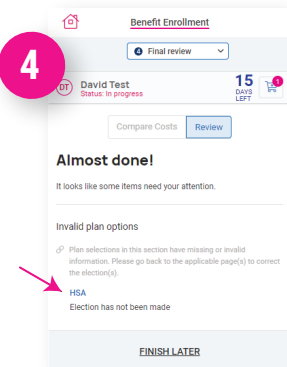


Keep or Change Your Coverage

Using the drop down, you select the coverage tier of your choice. Click on "Cost Analysis" to see more information about tier and plan rates. Click, "Select Plan," to continue.

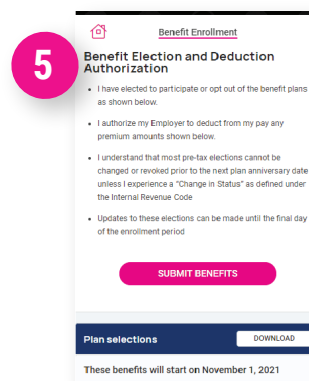


Utilize this button to help you identify your cost as you enroll or waive coverage.



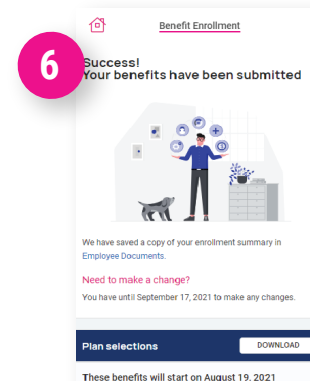
Review Your Benefits

You are unable to submit your benefits unless you have selected or waived all available plans. Any plans listed in blue can be clicked on and need you attention.



Submit Benefits

Once you've reviewed your benefit election decisions, click, "Submit Benefits."



Success! Benefits Submitted

You will receive this success message when you've submitted your benefits. You can download and review your benefits in the AEE web app at any time.