

YOUR OPEN ENROLLMENT PACKET IS HERE



September 16 – October 11, 2024

The 2025 Open Enrollment period begins September 16 and ends October 11, 2024. During this time, employees will make open enrollment plan selections [online](#) using the Enterprise Resource Planning (ERP) application. **This self-service method will take the place of printed enrollment forms for employees with routine access to a Districts' computer.** Review the following steps carefully before you begin the enrollment process.

STEP 1

Read all the Open Enrollment materials. Familiarize yourself with the plan changes and rates before you log on to update your plan enrollments. All Open Enrollment materials are posted on the [Employee Benefits](#) intranet page, as well as the Employee Portal on the Districts internet page.

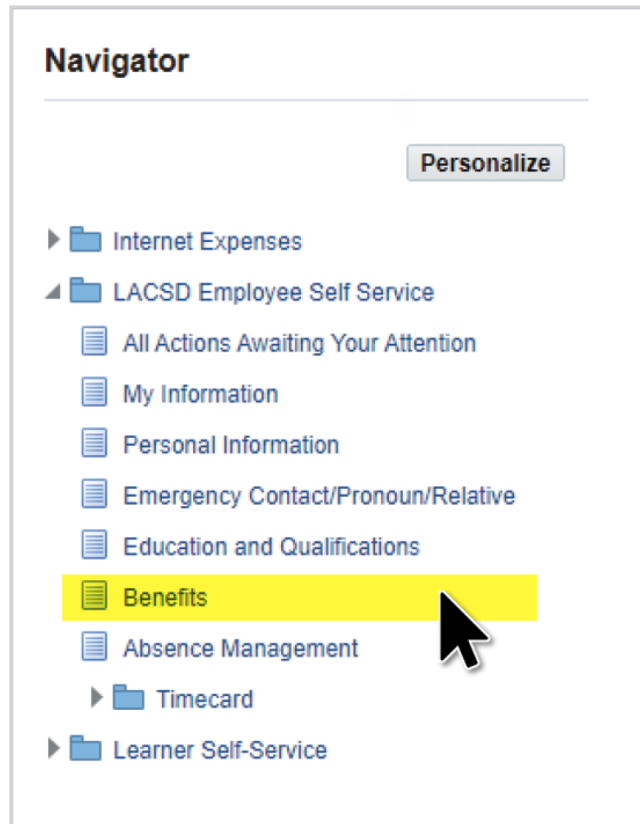
STEP 2

To help make this new electronic process easier, an [instructional video](#) is posted on the Employee Benefits intranet page which shows you how to navigate through the open enrollment process in ERP.

STEP 3

When you are ready, log on to ERP to make your open enrollment changes using the Benefits link. **Please note that features within the Benefits link may work better if you access via Google Chrome.** Be mindful of the time as ERP may log you off after 30 minutes.

As you move through each section, be sure to read the tips provided on each page. Be advised that certain changes may require you to complete additional forms. Confirm that your plan selections and covered dependents are listed correctly. Save your changes. Print the confirmation letter for each Program (Active Benefits and/or FSA) to keep for your records.



STEP 4

Remember to complete Steps 1-3 by October 11! All changes must be entered online before 11:59PM on October 11.

