



Benefits: Reopen Open Enrollment

If an employee needs to reopen their Open Enrollment, they will need to submit a request with the Benefits team and follow the steps below.

Reopen Open Enrollment

From your homepage:

1. Select the **Menu**.

2. Select **Benefits and Pay**.

Note: if you do not see the Benefits and Pay app, select +Add Apps at the bottom of the menu, type Benefits and Pay to the search field, and add it to your menu.

3. Select **Reopen My Open Enrollment**.

4. In the field next to Open Enrollment, select your **name** and **appropriate fiscal year**.

5. Select **OK**.

6. You must provide a reason for reopening the Open Enrollment Period in the **comment field**.

7. Select **Submit**.

After submission, a Benefit partner will be sent a notification and will review your request.

8. Once approved, you will receive a **notification** that provides instructions on accessing your open enrollment. Please note that you have **5 days** to complete your open enrollment upon approval.

