To process any Open Enrollment changes visit:
- [http://www.oakland.edu/uhr](http://www.oakland.edu/uhr) and select OPEN ENROLLMENT Benefit Selections.

**Online Open Enrollment is easy as 1, 2, 3**
1. Complete your benefit selections—medical, dental, vision, and miscellaneous.
2. Review, update, and add/terminate all of your dependents and beneficiaries.
3. Attach dependents (including yourself!) to your benefit selections if you are making any changes.

### 1: COMPLETE YOUR BENEFIT SELECTIONS – MEDICAL, DENTAL, VISION AND MISCELLANEOUS

- From the UHR website, [http://www.oakland.edu/uhr](http://www.oakland.edu/uhr), select **OPEN ENROLLMENT Benefit Selections** from the right-hand side of the screen.
- Select ‘Login To Secure Area’
- Enter your NetID and NetID Password.
- The SAIL Main Menu appears. Select the **EMPLOYEE** tab (or **Employee Information** from the Main Menu)
- The Employee Services Menu appears. Select **Benefits and Deductions**.

- Then select **Open Enrollment**.

- Finally, select **Start Open Enrollment** to begin the open enrollment process.
**2019 Open Enrollment Step – by - Step**

- The Open Enrollment Summary screen will appear.
- Select ‘Start Open Enrollment’ to start making your benefit selections for the upcoming benefits year.

<table>
<thead>
<tr>
<th>Group</th>
<th>Benefits Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>No choices made in this group.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>No choices made in this group.</td>
</tr>
</tbody>
</table>

- If you are making a medical, dental or vision change, you will need to terminate your 2018 selection and then add your new 2019 selection.
- Select Health underneath the Group column to make changes to your health benefits (medical, dental, vision)
- Select Miscellaneous to add/change other benefit options (Flexible Spending, Prepaid Legal, InfoArmor, etc.)

- To make changes, first select the name of the Health Group you wish to terminate. It should appear as light gray on your screen.

<table>
<thead>
<tr>
<th>Health Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Care Network This benefit deduction cannot be selected as you have selected the following:</td>
</tr>
<tr>
<td>Priority Health</td>
</tr>
<tr>
<td>Community Blue PPO B This benefit deduction cannot be selected as you have selected the following:</td>
</tr>
<tr>
<td>Priority Health</td>
</tr>
<tr>
<td>Waived Medical Coverage This benefit deduction cannot be selected as you have selected the following:</td>
</tr>
<tr>
<td>Priority Health</td>
</tr>
<tr>
<td>Priority Health Choice Buy Up Union This benefit deduction cannot be selected as you have selected the following:</td>
</tr>
<tr>
<td>Priority Health</td>
</tr>
<tr>
<td>BC/BS Vision You have asked to continue this benefit into the new year</td>
</tr>
<tr>
<td>Delta Dental You have asked to continue this benefit into the new year</td>
</tr>
</tbody>
</table>

- Health Group | Benefits Status |
- Group | Benefits Status |
- Complete | Restart | Cancel | Calculate Cost |
2019 Open Enrollment
Step – by – Step

- Once you select the name, you will then choose ‘Stop Benefit’.

- You will then need to select the Health Group area again to make your 2019 benefit selection.

- Select the new insurance group you would like to choose for 2019.

- Pick the plan coverage you would like and then select ‘Add Choice’.
2019 Open Enrollment
Step – by – Step

- Your changes will appear under Health group.
- You may process additional Health Group changes, if needed.
- When complete, select Open Enrollment.
- IMPORTANT: Do NOT click the Restart button.

- Select Miscellaneous to add/change other benefit options.
- To add/change other benefit options, the process is similar to the above steps.
- Choices for Miscellaneous are listed to the left.
- Flexible Spending, Prepaid Legal, and InfoArmor programs DO NOT automatically renew each year. If you wish to continue or enroll in these benefits for 2019, you must elect or re-elect these benefits.

- Click the Open Enrollment link at the bottom of the page to return to the main menu.

- Do NOT click the Restart button unless you want to start over. All of your changes will be lost and you must start over.

- For flexible spending (FSA – Healthcare or FSA – Dependent Day Care), you will need to make sure the per pay deduction and the annual deduction are mathematically correct.

- In most cases, bi-weekly employees have 26 pays and monthly employees have 12 pays. However, some Faculty and Special Lecturers may have 8 or 9 pays. You will need to know your pay schedule.

- Enter your per pay deduction amount and your yearly goal. Make sure your math is correct. Then select 'Add Choice'.
2019 Open Enrollment  
Step – by – Step

You are not done when you hit Complete.  
Please continue with the next steps.

<table>
<thead>
<tr>
<th>Group</th>
<th>Benefits Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>Blue Care Network will be started in the new year. Priority Health will be terminated. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Accidental Death and Dismemberment Employee and Family will be continued into the new year.</td>
</tr>
</tbody>
</table>

- Click the ‘Complete’ button once all of your selections have been made and confirmed.
- If you exit the system before you have finished, or you have already clicked Complete, you must select ‘Reopen Open Enrollment’ to continue after you log in again.

2: REVIEW, UPDATE, AND ADD YOUR DEPENDENTS AND BENEFICIARIES and  
3: ATTACH YOUR DEPENDENTS, INCLUDING YOURSELF TO YOUR BENEFIT SELECTIONS IF YOU HAVE MADE ANY CHANGES.

- From the Open Enrollment Screen, scroll down to the bottom of the screen and select ‘Beneficiaries and Dependents’.
- Select ‘Coverage and Allocations Summary’.
- At the top of the screen, select ‘Jump to Bottom’.

- Next to the Benefit or Deduction that you changed, select Coverage Details.

- NOTE: You should first end coverage for your dependents under the benefit you are stopping. (Example: Priority Health in this image. It has a Stop Date of Dec. 31, 2018)

- After you have ended the coverage, you will come back and repeat the process to add the new coverage to your dependents.

- From the Coverage Details screen, place a check mark to the left of each dependent name in order to stop the previous year’s benefit for each dependent.

- Add an end date of 12/31/2018 to the right of each dependent name.

- Add a Deduction Termination Reason of ‘Change Benefit’ for each dependent.

- Select ‘Choose or Update’ to update the beneficiary records.
You should see a message to the right of each dependent that says ‘Successfully updated.’

- Select ‘Coverage and Allocation Summary’ to repeat the process for additional benefits changes.

- At the top of the screen, select ‘Jump to Bottom’.

- Now that you have ended the previous coverage, you will need to add the new coverage to your dependents.

- Next to the Benefit or Deduction that you changed, select Coverage Details.

- (In this example, we are adding Blue Care Network. Note the start date of Jan 01, 2019)
- From the Coverage Details screen, place a check mark to the left of each dependent name in order to add the dependent to that benefit.

- Add a begin date of 01/01/2019 to the right of each dependent name.

- Select ‘Choose or Update’ to update the beneficiary records.

- If you have more changes to attach dependents to, select ‘Coverage and Allocation Summary’ to repeat the process for additional benefit selections.

- Once you are completely done, select ‘Return to Benefits and Deductions Menu’.

- From the Benefits and Deductions Menu, select ‘Benefit Statement’ to review your selections. This is important to make sure EVERYTHING is exactly what you want for 2019.

- From the ‘As of date’ drop down menu, select Jan 1, 2018 and then press the Select button.
2019 Open Enrollment
Step – by - Step

- Your information for 2018 will appear. You should see a coverage end date for those benefits you have chosen to discontinue.

- Scroll to the bottom and ‘Select New Date’.

- From the ‘As of date:’ drop down menu, select Jan 1, 2019 and then press the Select button.

- Your 2019 benefits statement will appear. Please review your selections. This is important to make sure EVERYTHING is exactly what you want for 2019.

- Please sign out of SAIL when you are finished. If you have any questions, please contact the UHR Benefits department at (248) 370-4207.