OnCore Open Enrollment Instructions

When you log in, a pop-up will appear on the screen. Click on the Green button to begin.

A screen with instructions will appear. Read the instructions and click on the Start button in the upper right hand corner.

The next page will show you your Current Enrollments and your Recommended or Elected Enrollments. Click Next to start the enrollment process.
On the Dependents page, click on the blue **Add New Dependent** button to add dependent information. If no dependents need to be added, click **Next**.

In Health & Accounts, you will see the current coverage you have listed in each box. Click on the dark blue **Review Options** button in the upper right hand corner of each box to select or confirm your specific plan.
When you click on **Review Options** for one of the boxes, you will be given the opportunity to elect a plan. Click on the **Elect This Plan** button to select a plan.
When you select a plan, a pop-up will appear asking you to select which dependents you would like to enroll in the plan. If you do not have any dependents, click the **Enroll** button. If you need to select dependents, **please checkmark** which dependents you would like to enroll, and then click the **Enroll** button. Click the gray **Back** button in the upper right hand corner to return to the previous page to continue selecting your coverage.

If you forgot to add dependents on the previous page with the **Add New Dependent** button, you can click **Back** to return to the page and add dependent information.

When electing medical, a pop-up will appear to inform you on how to enter your Primary Care Physician Code (PCP Code) into OnCore and how to find your specific doctor’s code on the Anthem website. If you have already done this last year there is no need to do it again, click **Enroll** to continue.
To elect a Health Care FSA, you will need to input the total that you would like to contribute for the plan year, NOT the amount per paycheck. After clicking on the **Review Options** button, click on **Skip & Go** once you have read the notice. ***If you do not want to elect the FSA, do not click on the **Review Options** button. ***
Click on Elect This Plan to input your FSA amount

When the pop-up appears, enter your yearly contribution amount. You can calculate the per paycheck amount by dividing the total amount by 24. Then click Elect Plan. Click Yes when asked if you are sure you want to enroll.
Once you have confirmed your FSA election, your per paycheck amount will appear in the Health Care FSA box.

The same instructions for the Health Care FSA apply to the Dependent Care FSA should you wish to enroll.

Once all of your elections look correct. Click the **Next** button.
Every benefits eligible employee is already covered with Basic Life Insurance. The employee coverage level will appear so you do not need to click on the **Review Options** button.

**HOWEVER**, if you would like to elect Voluntary Life insurance, you must click on the Review Options button to elect coverage and go through the same steps to elect. If you do not want Voluntary Life insurance, click the **Next** button.

***If you are electing Voluntary Life insurance, you must first select the “Employee Benefit Amount” with the drop down menu for yourself and/or dependent(s) so that the **Elect This Plan** button activates. ***
After clicking **Next**, you will be shown your Long Term Disability coverage. You are also already covered with LTD so click **Next** again.

If you would like to enroll in voluntary Hospital Indemnity coverage, you can do so by clicking on the **Review Options** button. Every employee already has EAP coverage so you do not need to click on the **Review Options** button for EAP.

Clicking **Next** will take you to the Finalize screen. Here you will see a comparison between the coverage you had for the past year and the coverage you will have for the new plan year. If you need to make any changes, utilize the **Back** and **Next** buttons. **If everything looks correct, FIRST click on the OE Statement button, located next to the Save Election button, to download a copy of your confirmation. Then click on the Save Election button in the upper right hand corner.**
If you forget to click on the OE Statement button, you can go through open enrollment again and skip all of the pages by clicking **Next** to get to the Finalize page again, and click on the OE Statement button.