2023 Benefits Online Open Enrollment Step-By-Step Instructions

We expect that you will find this process a quick and simple one – follow these step-by-step instructions and you will be done with your benefits enrollment before you know it!

During the Open Enrollment period, there may be times when the system may be slower due to other system processes (month end closing activities, payrolls running, and pay days when employees are viewing their online payslips). Therefore, we suggest you try to avoid what we believe will be the peak daytime hours (9-11a.m. and 2-4 p.m.) and try to do your enrollments early in the morning or later in the day or evening. Please be patient. If the system “kicks you out,” simply log back in and try again.

If you have any questions, please contact the RIT Service Center (RSC) as follows:

- RSC self-service portal help.rit.edu
- Online Live Chat through the portal (available if you log in to the portal)
- Call 585-475-5000

There are several screens that you must go through to complete a successful enrollment. These instructions and the Help Text on each screen should help you.

Please note that after you complete your transactions on each page, any changes will be saved once you click the “Save and Proceed” button. The last page is the Confirmation page and you can print a summary of your 2023 benefits.

LOGGING IN

You will access Oracle Self-Service via the Internet at https://myinfo.rit.edu

1) If you regularly login to Oracle, go in the same way you normally do.

2) If you have logged in but don't remember your Username or Password, click on the link below the login screen that says “Forgot your Password or User Name?” and follow the instructions.

3) If you have questions or other problems logging in,
   a) check the Frequently Asked Questions (FAQs) section at https://www.rit.edu/fa/controller/customersupport/emp_self_serve_faq.html.
   b) If you cannot find an answer in the FAQs, please contact the RSC as indicated above.

4) Once you have logged in, you will be at the Welcome screen; go to RIT Employee Self-Service, then click on My Benefits

EMPLOYEE ACKNOWLEDGEMENT

Read the information on this screen and click the Accept box. If you click the Decline box, you will not be able to enroll, change, or cancel your benefits.

DEPENDENTS AND BENEFICIARIES

5) The first page that comes up is the Dependents and Beneficiaries page. This screen lists people whom you are (or have in the past) covering under your medical, vision, dental, and/or tuition waiver benefit and/or you have selected as your Emergency Contact(s). **NOTE: children can be covered up the age of 26.**

6) Please review the information to ensure it is accurate (please note that you cannot delete a family member from this page).
   a) If you need to correct any information shown, click on the pencil in the far right column called “Update.” After making any corrections or updates, simply click on the Save button at the bottom right of the screen. When you are done making changes, click on the Next button at the bottom right of the screen. **Please note that the next screen could take up to one minute to load, or longer than one minute during peak times.**
b) If you need to add an additional family member, click on Add Another Person.
   i) Enter information in all of the requested fields and click on Save. Please note that for the Relationship Start Date, use January 1, 2023; the date format is DD-MMM-YYYY (i.e., 01-JAN-2023. You might find it easier to use the calendar provided to the right of the entry box.
   ii) When done, click Next. Please note that the next screen could take up to one minute to load or longer than one minute during peak times.

**BENEFIT ENROLLMENTS**

7) This page shows your current elections (except Beneflex) with your 2023 per pay period contributions. All of the open enrollment benefits show on this page, whether or not you have elected the benefit. If you want to review your current 2022 coverage elections, click on the tab “Current Benefits” near the top left of the page.

8) If you would like to make changes, simply click on the Enroll or Make Changes button on the upper right side of the screen.

**UPDATE ENROLLMENTS**

At the top of the next several screens, you will see the following “train” so you can track your progress. The dot is solid for the screen you are on.

- Update Enrollments
- Cover Dependents
- Confirmation

9) This next page is page where you will make any changes in your current elections. You will see each benefit plan with the various options for that plan, with your 2023 employee contribution amounts. If you currently waive medical coverage, this box is checked. The medical plan contribution amounts are the total of the medical and prescription drug amounts.

10) **If you are enrolling or increasing your life insurance or enrolling in Supplemental LTD insurance coverage,** you may need to complete an Evidence of Insurability (EOI) Form for Prudential’s (the insurance company) approval. Prudential will send you an e-mail to your work address in December if you need to complete the EOI form.
   a) **Supplemental Life:** EOI is not required if you are enrolling in Supplemental Life for yourself for 1 times your base pay or increasing from 1 to 2 times your base pay. EOI is required for all other elections to enroll or increase in coverage. EOI is not required for cancellation or a decrease in coverage.
   b) **Spouse/Partner Life:** EOI is required for new enrollments or an increase in coverage. EOI is not required for cancellation or a decrease in coverage.
   c) **Child Life:** EOI is not required for any Child Life elections.
   d) **AD&D:** EOI is not required for any AD&D elections.
   e) **Supplemental LTD:** EOI is required for a new enrollment; EOI is not required for cancellation.

11) Scroll down the page using the scroll bar on the right side of the page to view and/or change each benefit election.

12) **If you would like to participate in Beneflex (Health Care and/or Dependent Day Care Spending Account) for 2023, you must enroll.** If you participated in 2022, the election will not continue into 2023 – you must re-enroll. If you would like to enroll for 2023, simply enter the annual amount you would like to contribute (DO NOT click in the box). The system will automatically calculate the per pay period contribution amount after the enrollment process is complete (it will show as a zero on the screen initially).

13) **If you do not wish to participate in Beneflex (Health Care and/or Dependent Day Care Spending Account) for 2023, you should check the box called No Coverage.**

14) In the Identity Theft Protection section, check the plan and coverage level you would like. A child under age 26 can be covered for free under the ChildWatch benefit. If the option you need is not listed, please contact the RIT Service Center (RSC). **IMPORTANT:** after you complete the entire open enrollment process, you need to go to My Personal Demographic and Contact Information to add the email address for any adult you elect to cover.

15) When you are done, click the Save and Proceed button at the bottom of the screen.
15) The next screen will be the Dependents page. If you are covering dependents (spouse/domestic partner and/or children) under your medical, vision, dental, spouse/partner and child life and spouse/partner and child AD&D and Identity Theft Protection, you need to click the box in the column called Cover for each dependent you are covering. Only click if you will cover the person effective January 1, 2023. If you currently cover a dependent who you will not cover beginning January 1, 2023, do not check the box or uncheck the box if it is checked. If you will cover an eligible family member who is not listed, you must go back to the Family Members and Others screen to add the person.

16) Please remember that as part of the family member verification process you will need to provide proof of eligibility for any new family members you plan to cover for 2023. Acceptable proofs include a marriage certificate for a spouse and a birth certificate (with the employee-parent’s name) for a child. You will find more details on acceptable proofs on the HR website on the Family Member Verification Process page (www.rit.edu/benefits).

17) Under the federal Affordable Care Act (ACA), RIT is required to report the Social Security Number (SSN) of each covered family member in RIT’s medical plans (this rule does not apply to Vision or Dental coverage). In Employee Self-Service, click on the link called My Personal Demographic and Contact Information to enter the SSN (or verify the SSN for those we have on file) for your covered family members. If you receive an error message, please contact the RIT Service Center (RSC).

18) If you are covering family members as adults under the Identity Theft Protection, we need each person’s email address. In Employee Self-Service, click on the link called My Personal Demographic and Contact Information to enter the email address for each family member age 18 or older you are covering as an adult.

19) When done, click Save and Proceed at the bottom right of the page.

   NOTE: children can be covered through the last day of the month in which the child attains age 26.

20) The next page is the Confirmation page. You can ignore any warnings about beneficiary designations.

21) You can print a copy of the Confirmation for your records. Click on button called Printable Page.

22) If you need to make additional changes, click on Return to Overview at the bottom right of the page. This will take you back to the Benefits Enrollments page.

23) When you are done, click on Logout (link located at top right of screen).

24) You may go in as often as you like during the Open Enrollment period and change and/or review your information.