



Open Enrollment is officially open! It is your annual opportunity to enroll in benefits, update your benefit elections and add or remove dependents from coverage in order to ensure that your elections are in line with your needs. Open Enrollment will run from **April 15, 2020 - May 15, 2020**.

Using the internet to enroll is easy and safe! Our secured website is set-up to automatically take you through your entire enrollment for benefits you are eligible for.

The website will prompt you to enter your USERNAME and your PASSWORD.

- Your USERNAME is **last 5 digits of SSN** followed by **first letter of First Name and first letter of Last Name**
  - Example: **12345JD**
- Your PASSWORD is your date of birth in the format **MMDDYYYY** (*Please note that this excludes slashes, dashes, or hyphens*)
  - Example: **05011975**

After accepting the website terms and conditions, please click on the **Enroll in My Benefits** link on the Welcome Page. You will be prompted to add your dependents. As some of the benefits available to you may depend on information associated with your spouse or child, it is important that you provide this information before starting to make your elections. Beginning with Medical, select the plan and level of coverage you would like and click the NEXT button. The website will prompt you to repeat this election process for each type of benefit available to you. You will be prompted to enter additional information where needed. Each election is saved as you move from one type of benefit to the next.

When you have completed enrollment, the system will present you with a Confirmation Statement screen. Please verify that ALL information is updated correctly. If your intent is to cover dependents, check to be sure that each dependent is listed as covered under the applicable benefit plan.

Once you have reviewed your Confirmation Statement, you are finished with your on-line enrollment. **Please remember to print a copy for your records.** If you need to change any information, simply go through the easy enrollment process again prior to the **May 15, 2020 deadline** but change only the desired item.

If you have any questions, please feel free to contact Forsyth County Human Resources at (336) 703-2400.