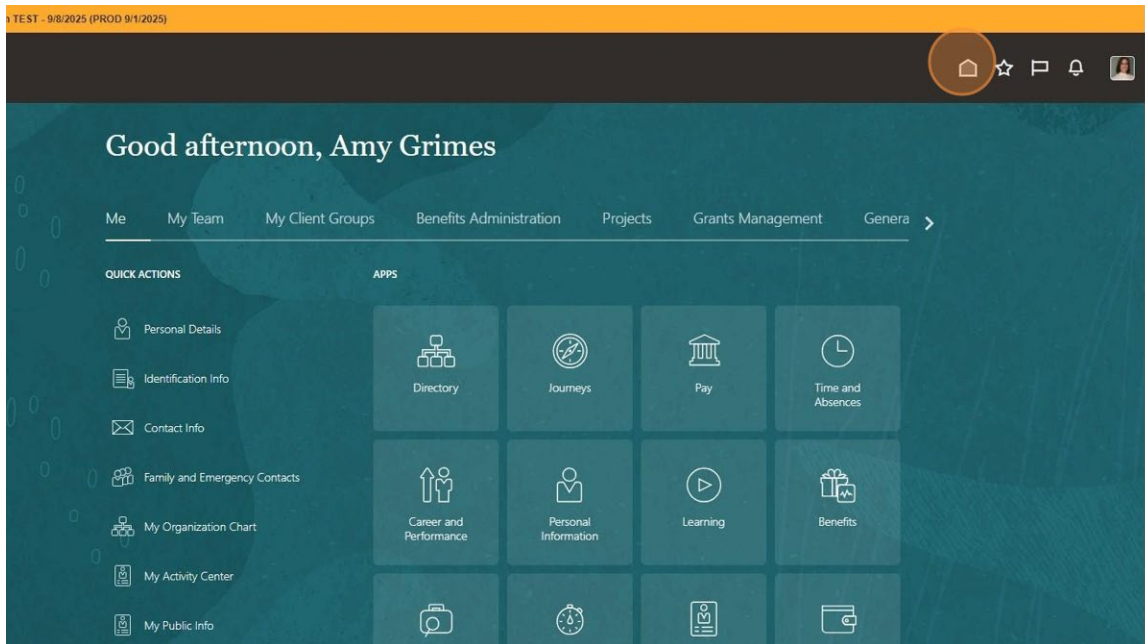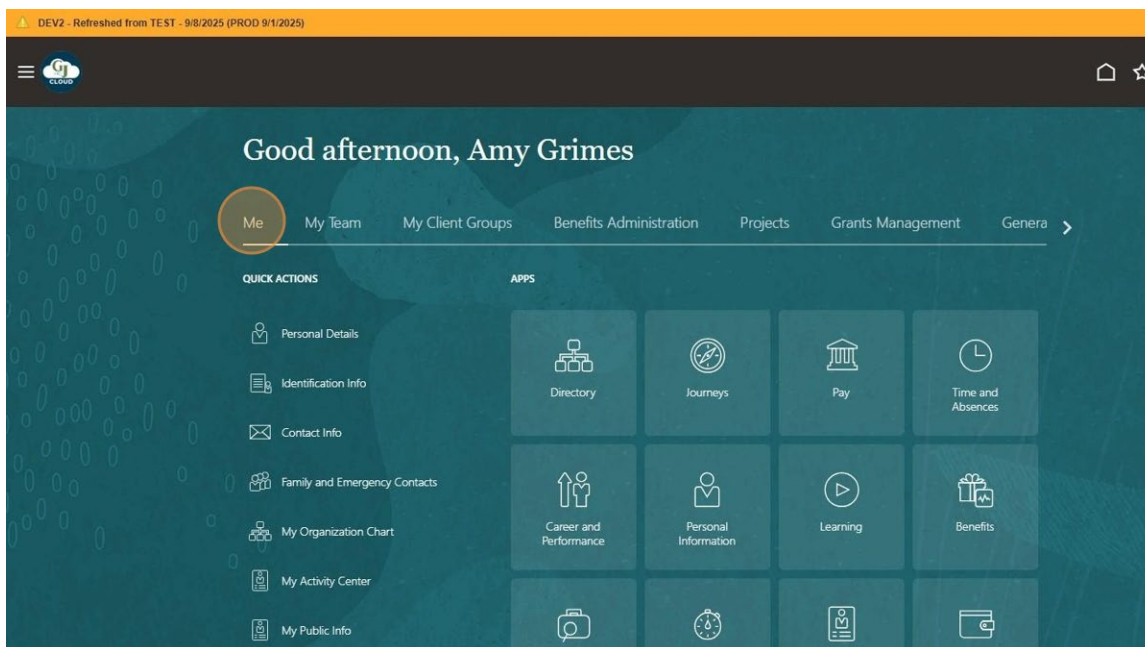# Open Enrollment 2026

GJCloud Employee Guide: How to Enroll in Benefits, Update Beneficiaries & Resolve Pending Actions
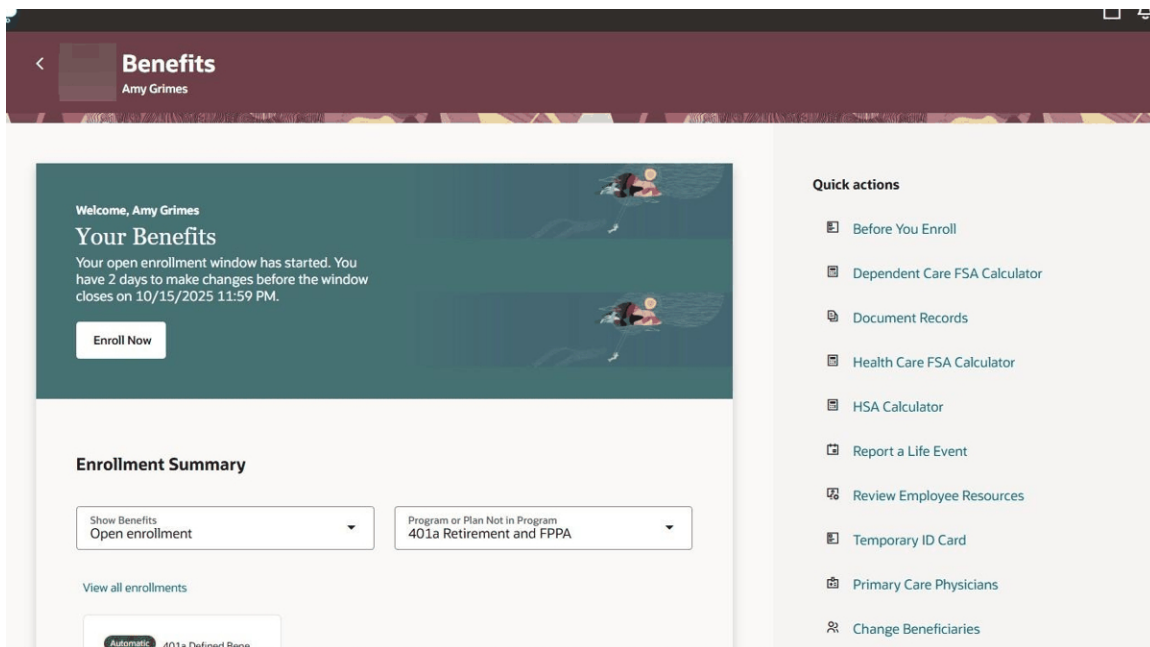
1. Navigate to GJCloud, Click the Home icon.
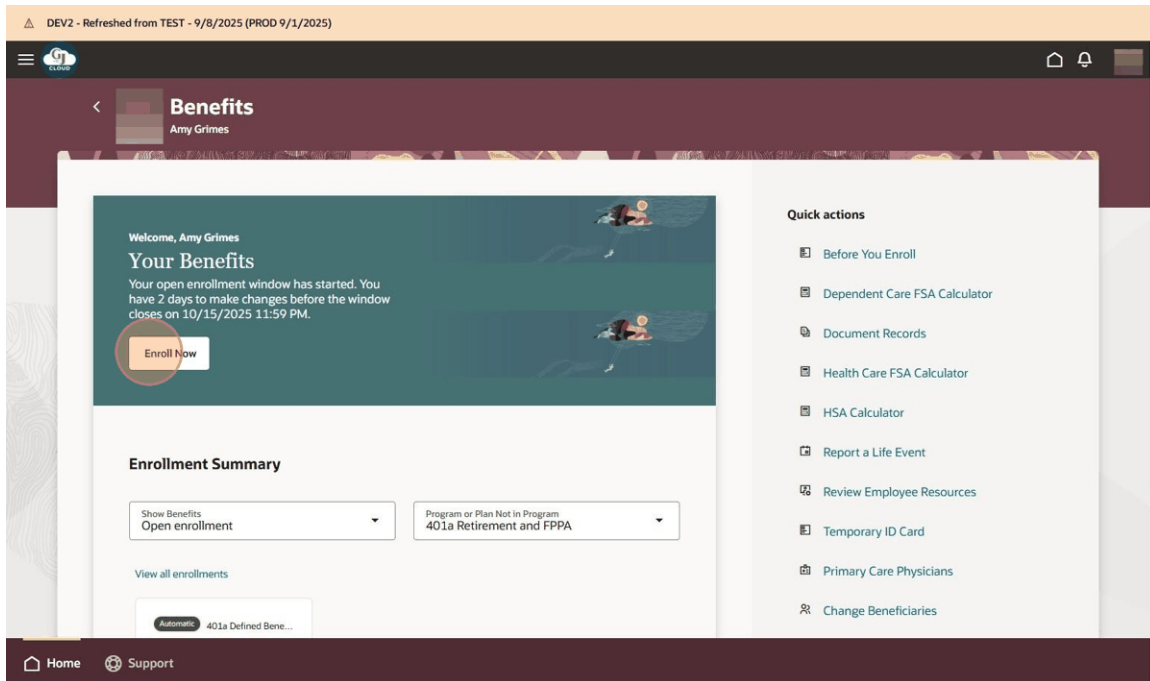

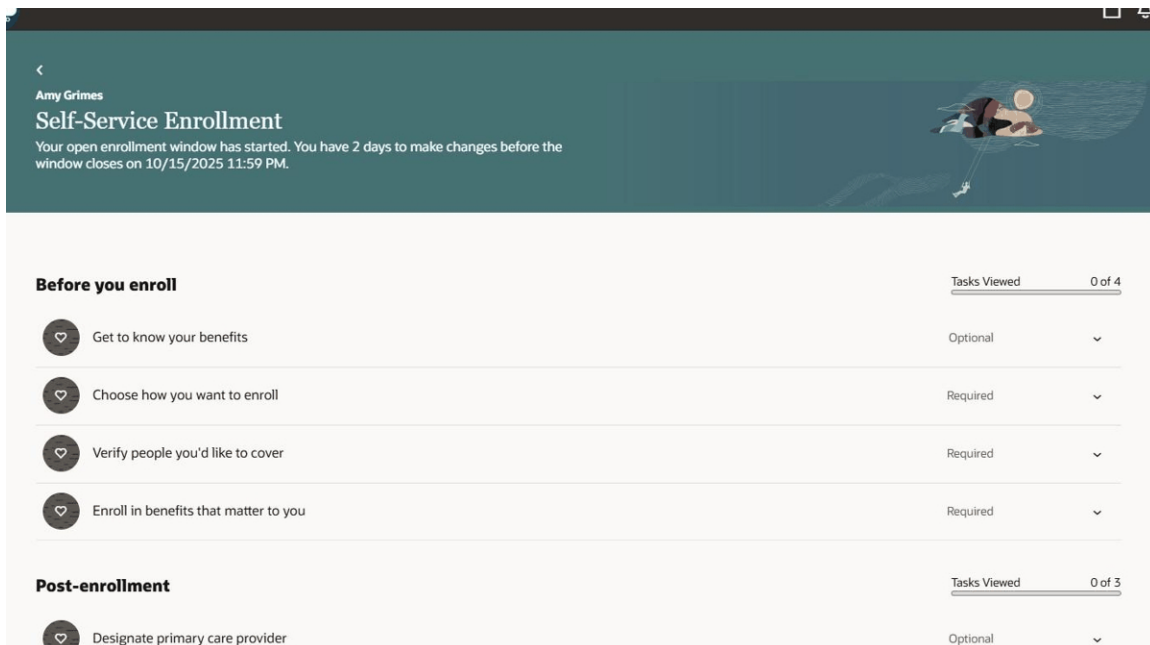2. Click the "Me" Tab

3. Select the "Benefits" Tile.

4. Go to Benefits > Your Benefits. You will see the message that the open enrollment window starts 10/20/25 and closes on 11/7/25 for the 2026 plan year.

5. Click "Enroll Now"

6. The Self-Service Enrollment window will open.

7. If you want to review covered dependents or add new dependents, click "Verify people you'd like to cover"

8. Go to "My contacts" to view your current contacts.

9. Click "+" if you want to add a new contact or dependent.

10. Enter all the required information for your "New Contact"

11. Click "Submit" when complete.

Global Name

Last Name		First Name	Suffix
	Required	Required	

Middle Name	Known As
	Required

Relationship

Relationship ▾	What's the start date of this relationship? 📅	Gender ▾
Required	Required	

Date of Birth 📅	This person is an emergency contact

Additional info

Student Status ▾	Disability Type ▾	Disability Status ▾

Tobacco Use ▾	Covered by another plan	Plan

Cancel Submit

12. Click "Continue"

Amanda
Friend

Patrick
Spouse

Riley
Child

Beneficiary Organizations +

After you add beneficiary organizations, you can see them here.

Continue

♡ Enroll in benefits that matter to you   Required ⌄

13. You will see the screen "Enroll in benefits that matter to you"

14. Click "Edit" on the Employee Benefits tile. This tile is for all health & wellness benefits (medical, dental, vision, FSA, HSA, Life Insurance, etc…)

15. Review the Legal Disclaimer, then select "Accept" & "Continue"

16. You should review each benefit group as displayed in the list on the right, Health, Dental, Vision, FSA & HSA, Group Life and AD&D, Voluntary Life and AD&D and Other.

17. Review your current Medical election, select "..." to make edits to your dependents, select "Enroll" if you want to change your plan or tier.

18. If you are signing up for a medical plan for the first time, you MUST select "Enroll" in the Health Clinic tile (the cost listed is 100% City-paid).

Also, enroll in "Wellness Credit" if you want to participate in the wellness program.

19. Click "Continue"

20. Review your current Dental election, select "..." to make edits to your dependents, select "Enroll" if you want to change your plan or tier. Click "Continue".

21. Review your current Vision election, select "..." to make edits to your dependents, select "Enroll" to change your plan or tier. Click "Continue".

22. Enter an annual amount if you wish to contribute to a Medical FSA (or Limited Purpose FSA) and/or Dependent Care FSA. Click "Continue"
    - 2026 Medical/Limited Purpose FSA Maximum contribution = $3,400
    - 2026 Dependent Care FSA Maximum contribution = $7,500

23. Enter an annual amount if you enroll in the HDHP Medical Plan, you must contribute at least $750/year to a Health Savings Account (HSA). Click "Continue"
    - 2026 HSA maximum contribution, Employee Only = $3,650 (plus an automatic $750 contribution from the City)
    - 2026 HSA maximum contribution, Family = $7,250 (plus an automatic $1,500 contribution from the City)
    - 2026 HSA catch-up contribution, age 55 or older = $1,000

24. Review Group Employee Life & Group Dependent Life elections. Click "..."

25. Then click "Edit"

26. Review Beneficiaries for Group Employee Life, then click "Save"

27. Review current enrollments for Voluntary Employee Life and AD&D, Voluntary Spouse Life and AD&D and Voluntary Child Life and AD&D. Select "..." to make edits, "Enroll" or "Unenroll." Click "Continue"

28. Review current enrollments for Aflac Critical Illness, Aflac Accident, LifeLock Identity Theft and PetPartners Pet Insurance. Then click "Continue"

29. Scroll down the screen to review elections and your Total Cost per pay period. Select the pencil icon to make additional edits if needed, then select "Submit"

Employee Benefits

Review and Submit

Total Cost per Pay Period	$325.00
Pretax	$312.15
After Tax	$12.85
Annual Cost	$7,790.28

Health ✏

Medical
Medical CoPay Before-Tax
Family
Self, Patrick   (Spouse), Riley   s (Child) $296.51
                                                                  Primary
Annually   Secondary
$7,116.12 $1,195.70

Health Clinic
Health Clinic
Enroll
Secondary
$100.00

Wellness Credit
Wellness Credit Before-Tax   -$22.50   Automatic
Wellness Credit $45   Primary

Review Legal Disclaimer ✓
Health ✓
Dental ✓
Vision ✓
FSA & HSA ✓
Group Life and AD&D ✓
Voluntary Life and AD&D ✓
Other ✓
Review and Submit

Cancel   Submit

Group Employee AD&D
Group Employee AD&D   Automatic
Enroll
Coverage   Secondary
$150,000.00 $3.00

Voluntary Life and AD&D ✏

Voluntary Employee Life
Voluntary Employee Life No Tobacco Use $12.05
Enroll   Primary
Primary Beneficiaries: 100% Patrick Grimes
Coverage   Annually
$100,000.00 $289.20

Voluntary Employee AD&D
Waive Voluntary Employee AD&D   Opted out

Voluntary Spouse Life
Waive Voluntary Spouse Life   Opted out

Voluntary Spouse AD&D
Waive Voluntary Spouse AD&D   Opted out

Voluntary Child Life
Waive Voluntary Child Life   Opted out

Voluntary Child AD&D
Waive Voluntary Child AD&D   Opted out

Review Legal Disclaimer ✓
Health ✓
Dental ✓
Vision ✓
FSA & HSA ✓
Group Life and AD&D ✓
Voluntary Life and AD&D ✓
Other ✓
Review and Submit

Cancel   Submit

30. Enrollment is complete when the "Enrollment Submitted" message appears.

31. If you need to make changes after submitted election, click "Edit" in the Employee Benefits tile. You may revisit at any point during the open enrollment window (10/20/25 - 11/7/25).

Change, Waive or Enroll in Deferred Comp 457

32. To enroll or change your 457 Election, select "Edit" in the Deferred Comp 457 and Roth 457 tile. Please note: You may enroll, waive or change your election to your 457 at any time throughout the year.

33. Click "..."

34. Click "Edit"

35. Enter a percentage in the "Primary" field to change your contribution amount.

36. Click "Save"

37. Click "Continue"

38. Click "Submit".
    Please note the Total Cost per Pay Period will always show $0.00 since your election is percentage-based & will vary based on each pay period's hours worked.

39. Enrollment is complete when the "Enrollment Submitted" message appears.

40. Click "Update Enrollment" from your Benefits home screen to update benefits.
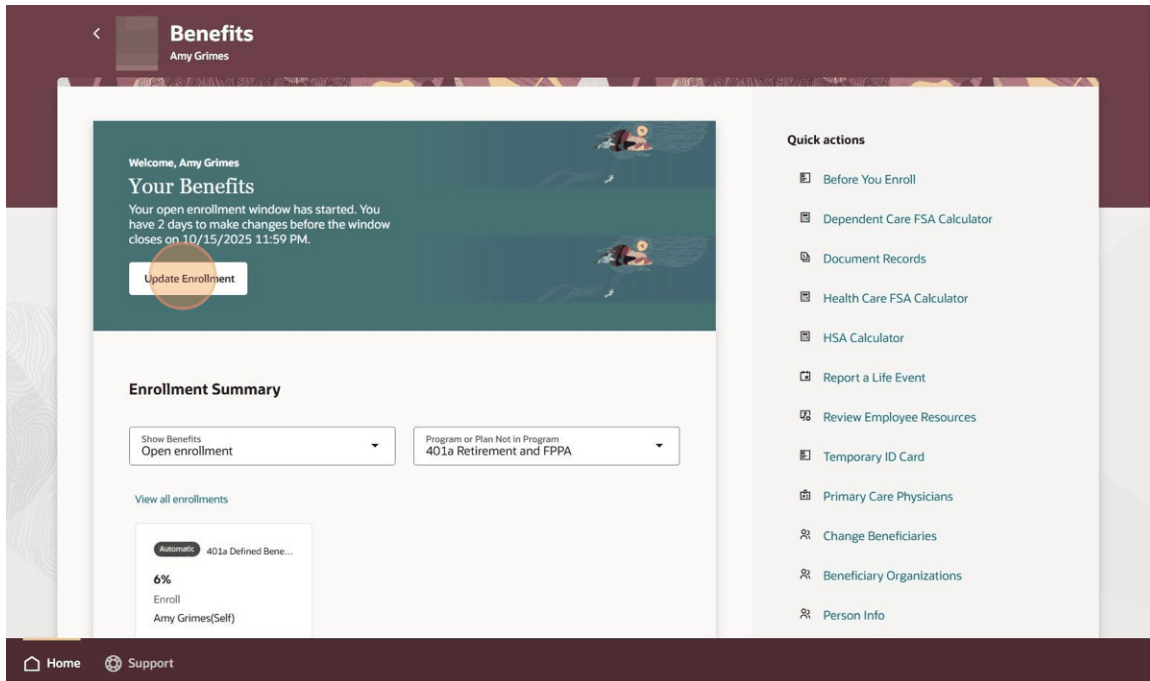
How to Complete Pending Actions
Note: Example shows how to add SS# for new dependents

41. Pending Actions will be displayed on your Benefits screen
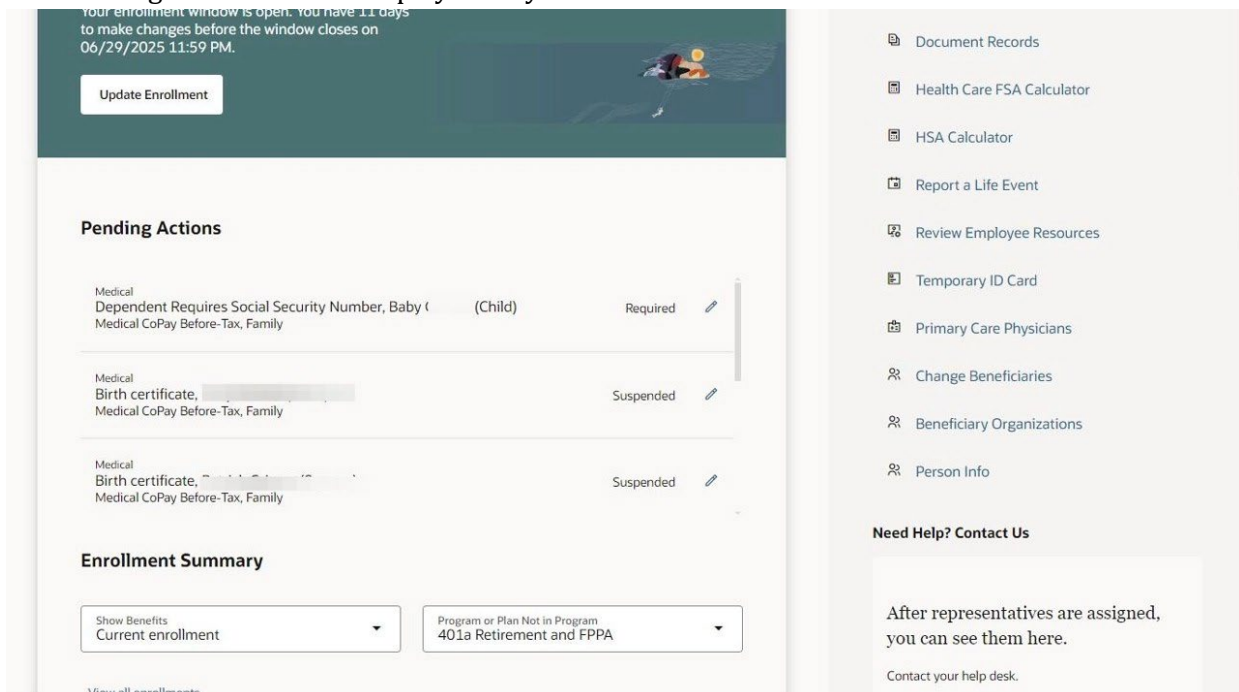
42. Click the pencil icon to open each Pending Action

43. If a SS# is required, the National Identifiers screen will open.

44. Enter the required information

45. Select "United States" in Country field and "Social Security Number" in National ID Type.

46. Enter Dependent's SS#, then select "Save"

47. Click "X" to exit out of screen.

48. Repeat these steps for each pending action until all are completed.
    Note: If you are enrolling a new dependent in multiple plans (such as medical, dental & vision), you may need to enter their information multiple times.