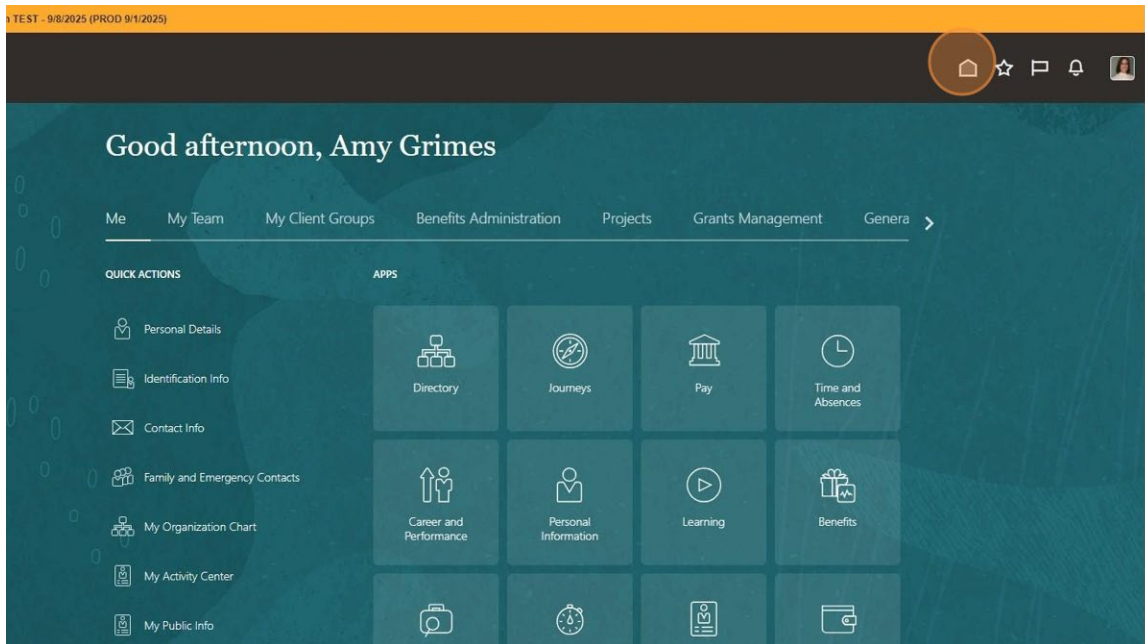


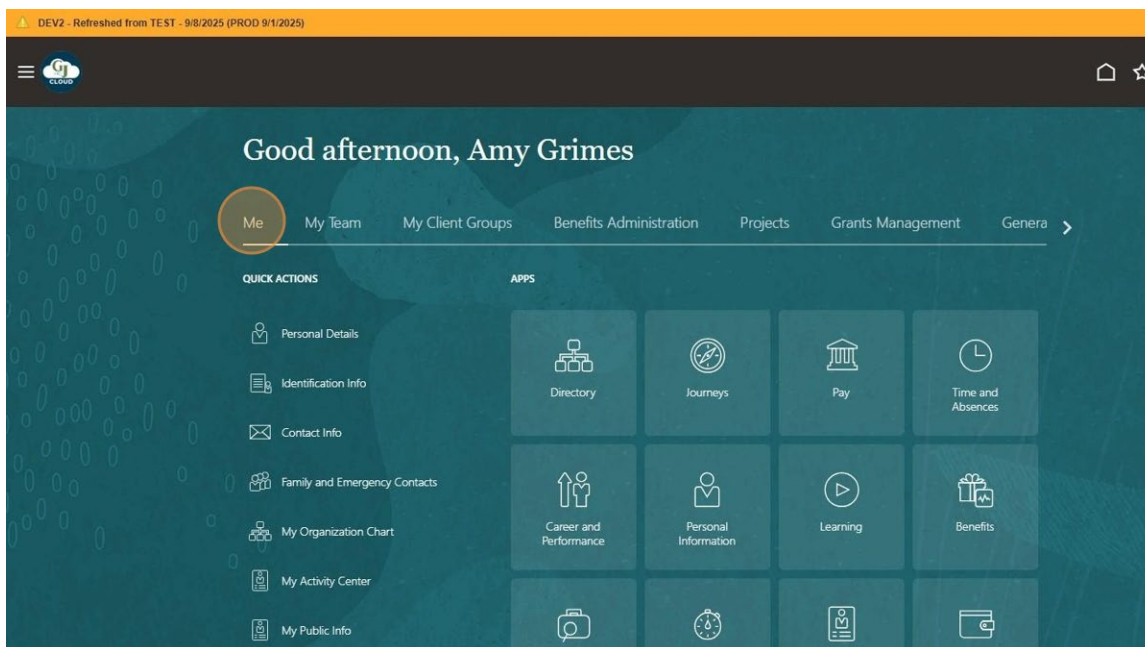
Open Enrollment 2026

GJCloud Employee Guide: How to Enroll in Benefits, Update Beneficiaries & Resolve Pending Actions

1. Navigate to GJCloud, Click the Home icon.



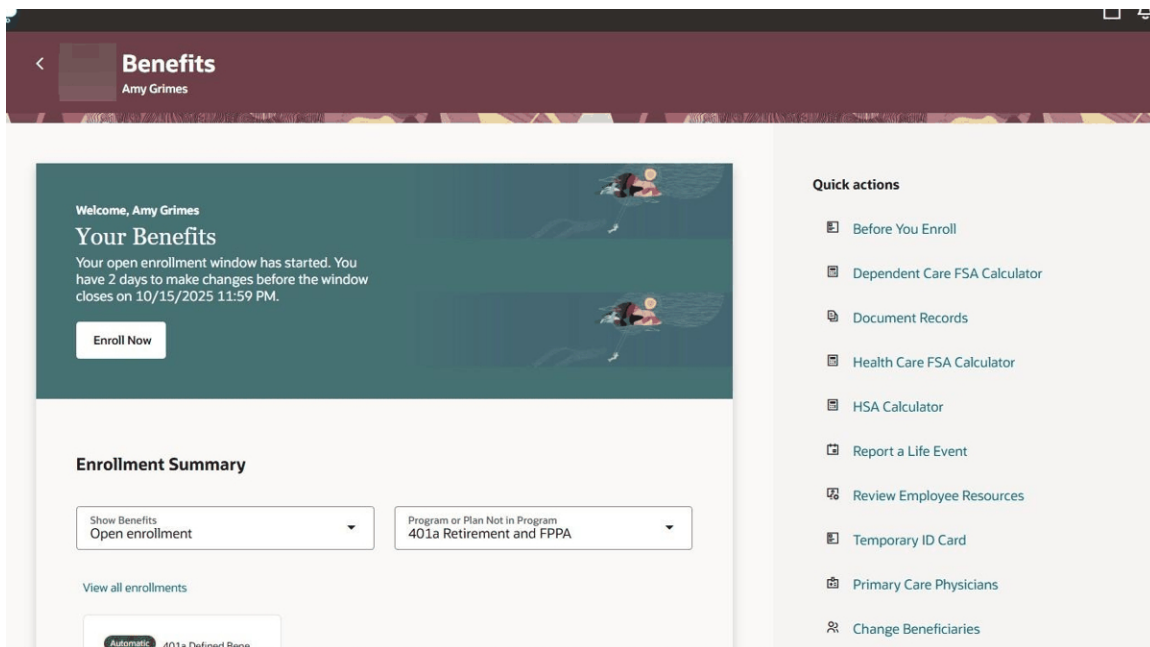
2. Click the "Me" Tab



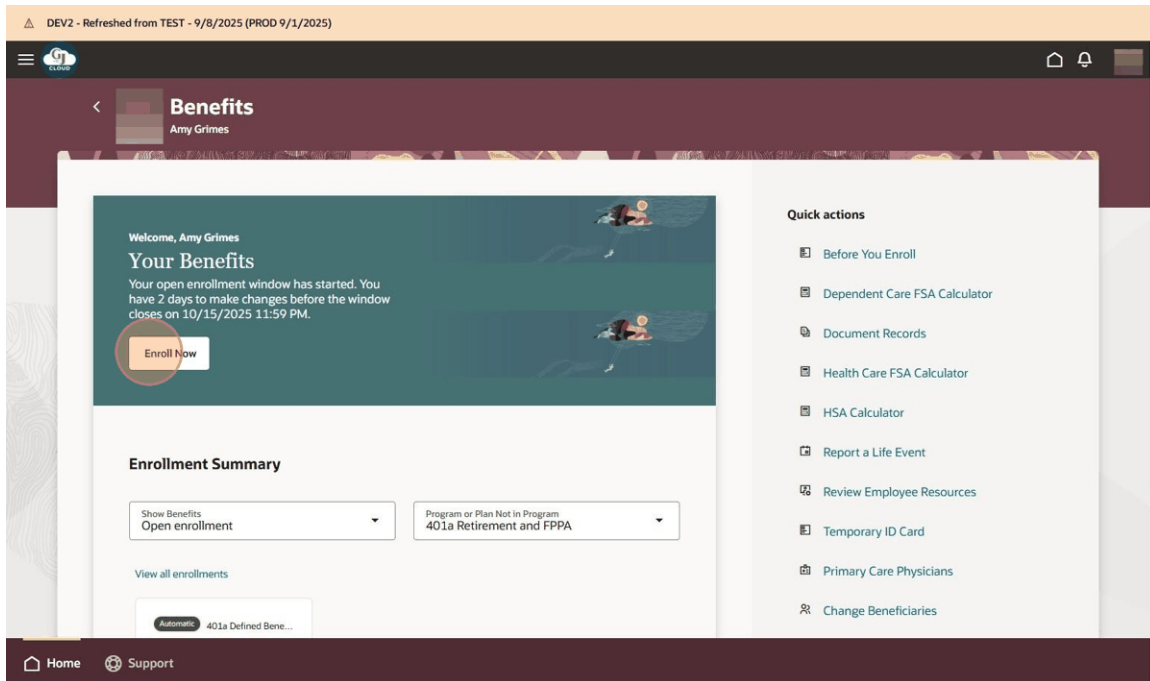
3. Select the "Benefits" Tile.



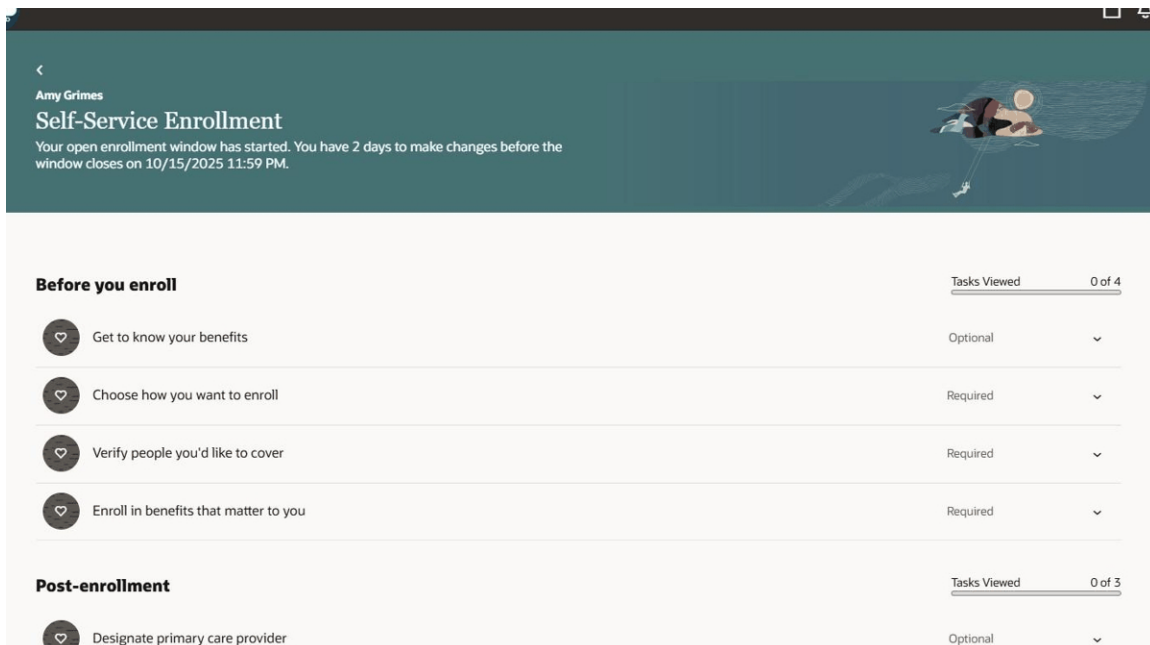
4. Go to Benefits > Your Benefits. You will see the message that the open enrollment window starts 10/20/25 and closes on 11/7/25 for the 2026 plan year.



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"

Before you enroll Tasks Viewed

Get to know your benefits	Optional
Choose how you want to enroll	Required
Verify people you'd like to cover	Required
Enroll in benefits that matter to you	Required

Post-enrollment Tasks Viewed

Designate primary care provider	Optional
Complete pending actions	Optional
Answer a survey	Optional

Need Help? Contact Us

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

Amy Grimes
Self-Service Enrollment
Your open enrollment window has started. You have 2 days to make changes before the window closes on 10/15/2025 11:59 PM.

Before you enroll Tasks Viewed 1 of 4

Get to know your benefits	Optional	▼
Choose how you want to enroll	Required	▼
Verify people you'd like to cover	Required	▲

Visited On 10/13/2025

My contacts +

- Amanda**
Friend
- Patrick**
Spouse
- Riley**
Child

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

Amy Grimes
Self-Service Enrollment
Your open enrollment window has started. You have 2 days to make changes before the window closes on 10/15/2025 11:59 PM.

Before you enroll Tasks Viewed 1 of 4

- Get to know your benefits Optional
- Choose how you want to enroll Required
- Verify people you'd like to cover Required
Visited On 10/13/2025

My contacts +

- Amanda | Friend
- Patrick | Spouse
- Riley | Child

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

Basic info

Global Name

Last Name Required First Name Required Suffix

Middle Name Known As Required

Relationship

Additional info

Student Status ▼ Disability Type ▼ Disability Status

Tobacco Use ▼ Covered by another plan ☐ Plan


Phone details


Country ▼

Email details

11. Click "Submit" when complete.


Global Name

Last Name  Required


First Name  Required


Suffix

Middle Name


Known As  Required

Relationship

Relationship  Required

What's the start date of this relationship?  Required

Gender

Date of Birth 

This person is an emergency contact ☐

Additional info

Student Status

Disability Type

Disability Status

Covered by another 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"

Visited On 10/13/2025

✓ Enroll in benefits that matter to you
Visited On 10/13/2025


Required ^



Always open

Deferred Comp 457, and Roth 457
Deferred Comp 457, and Roth 457

Edit View Enrollments



Enrollment period ends on 10/15/2025

Employee Benefits
Employee Benefits

Edit View Enrollments

Continue

Post-enrollment

Tasks Viewed 0 of 3

Designate primary care provider

Optional v


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

✓ Verify people you'd like to cover
Visited On 10/13/2025

Required

✓ Enroll in benefits that matter to you
Visited On 10/13/2025


Required



Always open

Deferred Comp 457, and Roth 457
Deferred Comp 457, and Roth 457

Edit View Enrollments



Enrollment period ends on 10/15/2025

Employee Benefits
Employee Benefits

Edit View Enrollments

Continue

Post-enrollment

Tasks Viewed

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

DEV2 - Refreshed from TEST - 9/8/2025 (PROD 9/1/2025)

Employee Benefits

Review Legal Disclaimer

Authorization

By clicking Accept you are authorizing the City of Grand Junction to administer your benefit elections and deduct the communicated premium amount for you and your dependents. You are also acknowledging that you are responsible for any deductions missed for any reason (on a Leave Without Pay, etc.). Remember you have 30 days from when your Life Event occurred to process the transaction and provide the necessary paperwork.

1 | 9

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

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.

DEV2 - Refreshed from TEST - 9/8/2025 (PROD 9/1/2025)

Employee Benefits

Health

Health Insurance

The City of Grand Junction offers two (2) medical plan options through Cigna. The Copay and the High Deductible Health Plans (HDHP) offer in and out-of-network benefits. However, you will pay less out of pocket when you choose a Cigna in-network provider.

High Deductible Health Plan (HDHP): you must also enroll in the Health Savings Account (HSA). You have the option to enroll in the Limited Purpose FSA, which allows you to set aside pre-tax money to pay for dental and vision expenses only. You may not enroll in the Medical Flexible Spending Account (FSA) if you enroll in the HDHP/HSA.

Copay Plan: you have the option to enroll in a Medical Flexible Spending Account (FSA). You may not enroll in a Health Savings Account (HSA).

Please enroll in the Sage/Marathon Health Clinic with any medical plan election.

If you are enrolling a dependent for the first time you will need to provide applicable supporting documentation within 30 days of the event:

- Spouse/Common Law partner = Marriage Certificate or Common Law Affidavit
- Domestic partner = Affidavit of Domestic Partnership
- Newborn dependent = Birth Certificate or hospital document
- Dependent Child = Social Security card
- Dependent Child covered by Court Order = Legal Custody documentation
- Disabled Child aged 18 or older = Medical documentation or letter from doctor

2 | 9

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

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

Domestic partner = Affidavit of Domestic Partnership
Newborn dependent = Birth Certificate or hospital document
Dependent Child = Social Security card
Dependent Child covered by Court Order = Legal Custody documentation
Disabled Child aged 18 or older = Medical documentation or letter from doctor

\$296.51 | \$325.00
Total Cost per Pay Period

Plan
All

Medical

Medical CoPay Before-Tax	Medical CoPay Before-Tax	Medical CoPay Before-Tax
\$112.08 Employee Only	\$223.86 Employee + 1	Enrolled \$296.51 Family Self, Patrick & Riley
Enroll View Details	Enroll View Details	Unenroll ...

Medical CoPay After-Tax	Medical CoPay After-Tax	Medical CoPay After-Tax
\$97.46 Employee Only	\$194.66 Employee + 1	\$257.83 Family
Enroll View Details	Enroll View Details	Enroll View Details

Cancel Continue

2 | 9

Review Legal Disclaimer ✓

Health

Dental

Vision

FSA & HSA

Group Life and AD&D

Voluntary Life and AD&D

Other

Review and Submit

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.

Waive Medical

Enroll

Health Clinic

Enrolled Health Clinic

\$100.00
Enroll

Unenroll View Details

Wellness Credit

Automatic Wellness Credit Before-Tax

-\$22.50
Wellness Credit \$0.00

Unenroll View Details

Wellness Credit - Opt In for Participation

I would like to participate

Enroll View Details

2 | 9

Review Legal Disclaimer

Health

Dental

Vision

FSA & HSA

Group Life and AD&D

Voluntary Life and AD&D

Other

Review and Submit

19. Click "Continue"

This screenshot shows a benefits enrollment interface. On the left, there are several sections: 'Health Clinic' with a 'View Details' button, 'Wellness Credit Before-Tax' with a 'View Details' button, and 'Wellness Credit - Opt In for Participation' with an 'Enroll' button and a 'View Details' button. At the bottom right, there are 'Cancel' and 'Continue' buttons, with the 'Continue' button highlighted by an orange circle. On the right side, there is a dark red sidebar with a list of options: 'Review Legal Disclaimer' (checked), 'Health', 'Dental', 'Vision', 'FSA & HSA', 'Group Life and AD&D', 'Voluntary Life and AD&D', 'Other', and 'Review and Submit'.

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".

This screenshot shows the same benefits enrollment interface as above, but with additional details for the Dental election. The 'Dental Before-Tax' section shows two options: 'Enroll' for \$8.49 (Employee + 1) and 'Unenroll' for \$14.15 (Family). The 'Dental After-Tax' section also shows two options: 'Enroll' for \$8.49 (Employee + 1) and 'Enroll' for \$14.15 (Family). The 'Continue' button at the bottom right is highlighted with an orange circle. The sidebar on the right is the same as in the previous screenshot.

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

The screenshot displays the 'Vision' election interface. At the top left, it shows the total cost per pay period as \$1.49 | \$325.00. A dropdown menu for 'Plan' is set to 'All'. The main area is divided into sections for 'Vision Before-Tax' and 'Vision After-Tax'. Each section contains three options: 'Employee Only' (\$0.88), 'Employee + 1 Self, Patrick' (\$1.49, marked as 'Enrolled'), and 'Family' (\$2.38). Each option has an 'Enroll' or 'Unenroll' button and a 'View Details' link. There is also a 'Waive Vision' option with an 'Enroll' button. At the bottom right, there are 'Cancel' and 'Continue' buttons. On the right side, a dark sidebar shows a progress indicator '4 | 9' and a list of steps: 'Review Legal Disclaimer' (checked), 'Health' (checked), 'Dental' (checked), 'Vision' (active), 'FSA & HSA', 'Group Life and AD&D', 'Voluntary Life and AD&D', 'Other', and 'Review and Submit'.

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

The screenshot displays the FSA election interface. At the top right, there is a 'Plan' dropdown set to 'All'. The main area is divided into three sections: 'Medical FSA', 'Limited Purpose FSA', and 'Dependent Care FSA'. Each section has two options: a standard FSA (e.g., Medical FSA at \$4.62) and a 'Waive' option (e.g., 'Waive Medical FSA'). Each option has an 'Enroll' or 'Unenroll' button and a 'View Details' link. At the bottom right, there are 'Cancel' and 'Continue' buttons. On the right side, a dark sidebar shows a progress indicator '5 | 9' and a list of steps: 'Review Legal Disclaimer' (checked), 'Health' (checked), 'Dental' (checked), 'Vision' (checked), 'FSA & HSA' (active), 'Group Life and AD&D', 'Voluntary Life and AD&D', 'Other', and 'Review and Submit'.

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

Dependent Care FSA

\$0.00

Enroll

Enroll View Details

Enrolled

Waive Dependent Care FSA

Unenroll

Health Savings Account

Health Savings Account

\$28.85

Employee Only

Enroll View Details

Health Savings Account

\$28.85

Employee + 1 or More

Enroll View Details

Enrolled

Waive HSA

Unenroll

Cancel Continue

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

Plan All

Group Employee Life

Automatic Group Employee Life

\$8.00

Enroll

100% Patrick

Unenroll

Group Dependent Life

Enrolled Group Dependent Life

\$0.80

Spouse and/or Child(ren)

Self, Patrick Riley

Unenroll

Waive Group Dependent Life

Enroll

Group Employee AD&D

6 | 9

Review Legal Disclaimer

Health

Dental

Vision

FSA & HSA

Group Life and AD&D

Voluntary Life and AD&D

Other

Review and Submit

Cancel Continue

25. Then click "Edit"

This screenshot shows the 'Group Employee Life' enrollment interface. On the left, there are three main sections: 'Group Employee Life' (Automatic, \$8.00, 100% Patrick), 'Group Dependent Life' (Enrolled, \$0.80, Spouse and/or Child(ren) Self, Patrick, Riley), and 'Group Employee AD&D'. The 'Group Dependent Life' section has an 'Edit' button highlighted with an orange circle. A dropdown menu is open over the 'Edit' button, showing 'View Details' and 'Edit'. On the right, there is a sidebar with a progress indicator '6 | 9' and a list of steps: 'Review Legal Disclaimer' (checked), 'Health' (checked), 'Dental' (checked), 'Vision' (checked), 'FSA & HSA' (checked), 'Group Life and AD&D' (active), 'Voluntary Life and AD&D', 'Other', and 'Review and Submit'. At the bottom right, there are 'Cancel' and 'Continue' buttons.

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

This screenshot shows the 'Group Employee Life' enrollment interface, specifically the 'Beneficiaries' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Group Employee Life' and 'Enroll'. It includes a 'Show coverage and rates' link and a note: 'Divide the proceeds of your benefits among as many beneficiaries as you like. Primary beneficiaries are mandatory but contingent beneficiaries are optional. The total proceeds should not exceed 100%.' Below this, there are two beneficiary entries: 'Patrick (Spouse)' and 'Riley (Child)'. Each entry has a 'Primary' percentage field (both set to 100%) and a 'Contingent' percentage field (both empty). At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by an orange circle.

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"

This screenshot shows the 'Voluntary Employee Life' and 'Voluntary Employee AD&D' enrollment interface. The page is divided into two main sections: 'Voluntary Employee Life' and 'Voluntary Employee AD&D'. Each section contains two cards: one for the standard plan and one for the 'Waive' option. The 'Voluntary Employee Life' section shows a plan with a cost of \$12.05, an enrollment status of 'Enrolled', and a dropdown menu with '...' for editing. The 'Voluntary Employee AD&D' section shows a plan with a cost of \$0.15, an enrollment status of 'Enrolled', and a 'View Details' button. A 'Continue' button is highlighted with an orange circle at the bottom right.

Plan	Cost	Status	Action
Voluntary Employee Life	\$12.05	Enrolled	Unenroll
Waive Voluntary Employee Life			Enroll
Voluntary Employee AD&D	\$0.15	Enrolled	Enroll / View Details
Waive Voluntary Employee AD&D			Unenroll

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

This screenshot shows the 'Employee Benefits' enrollment interface. The page is divided into two main sections: 'Employee Benefits' and 'Other'. The 'Employee Benefits' section lists four plans: Aflac Critical Illness, Aflac Accident, LifeLock Identity Theft, and PetPartners Pet Insurance. Below these, the total cost per pay period is shown as \$0.00 | \$325.00. The 'Other' section contains three cards for Critical Illness Employee plans with costs of \$3.91, \$7.13, and \$10.35. A 'Continue' button is highlighted with an orange circle at the bottom right.

Plan	Cost	Status	Action
Aflac Critical Illness			
Aflac Accident			
LifeLock Identity Theft			
PetPartners Pet Insurance			
Critical Illness Employee	\$3.91		
Critical Illness Employee	\$7.13		
Critical Illness Employee	\$10.35		

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)

Annually

\$7,116.12

Secondary

\$1,195.70

Health Clinic

Enroll

Secondary

\$100.00

Wellness Credit

Wellness Credit Before-Tax

Wellness Credit \$45

-22.50

Primary

Automatic

Cancel

Submit

9 | 9

Review Legal Disclaimer

Health

Dental

Vision

FSA & HSA

Group Life and AD&D

Voluntary Life and AD&D

Other

Review and Submit

Group Employee AD&D

Group Employee AD&D

Enroll

Coverage

\$150,000.00

Secondary

\$3.00

Voluntary Life and AD&D

Voluntary Employee Life

Voluntary Employee Life No Tobacco Use

Enroll

Primary Beneficiaries: 100% Patrick Grimes

Coverage

\$100,000.00

Annually

\$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

Cancel

Submit

9 | 9

Review Legal Disclaimer

Health

Dental

Vision

FSA & HSA

Group Life and AD&D

Voluntary Life and AD&D

Other

Review and Submit

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

Before you enroll

Tasks Viewed 2 of 4

♡

Get to know your benefits

Optional

▼

♡

Choose how you want to enroll

Required

▼

✓

Verify people you'd like to cover
Visited On 10/13/2025

Required

▼

✓


Enroll in benefits that matter to you
Visited On 10/13/2025


Required

▲

📌 Enrollment submitted


You can go ahead and enroll in other benefits that are available to you. Or you can continue with the rest of the process.





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).

You can go ahead and enroll in other benefits that are available to you. Or you can continue with the rest of the process.




Always open

Deferred Comp 457, and Roth 457

Deferred Comp 457, and Roth 457

Edit

View Enrollments



Visited and submitted Enrollment period ends on 10/15/2025

Employee Benefits

Employee Benefits

Edit

View Enrollments

Continue

Post-enrollment

Tasks Viewed

♡

Designate primary care provider

Optional

♡


Complete pending actions

Optional

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.

You can go ahead and enroll in other benefits that are available to you. Or you can continue with the rest of the process.




Always open

Deferred Comp 457, and Roth 457

Deferred Comp 457, and Roth 457

[Edit](#) [View Enrollments](#)



Visited and submitted Enrollment period ends on 10/15/2025



Employee Benefits

Employee Benefits

[Edit](#) [View Enrollments](#)

[Continue](#)

Post-enrollment

	Tasks Viewed
 Designate primary care provider	Optional
 Complete pending actions	Optional

33. Click "..."

\$0.00 | **\$0.00**
Total Cost per Pay Period

Plan **All**

457 Deferred Compensation

Enrolled 457 Deferred Compensation

10%

Enroll

[Unenroll](#)

[...](#)

Actions

Waive 457

[Enroll](#)

Roth 457

Roth 457

0%

Enroll

[Enroll](#) [View Details](#)

Enrolled

Waive Roth 457

[Unenroll](#)

1 | 2

Deferred Compensation

Review and Submit

34. Click "Edit"

This screenshot shows the '457 Deferred Compensation' enrollment interface. At the top right is a 'Plan' dropdown menu set to 'All'. The main area contains four cards: '457 Deferred Compensation' (10% enrolled, Unenroll button), 'Waive 457' (Enroll button), 'Roth 457' (0% enrolled, Enroll and View Details buttons), and 'Waive Roth 457' (Enrolled, Unenroll button). A context menu is open over the '457 Deferred Compensation' card, showing 'View Details' and 'Edit' (highlighted with an orange circle). At the bottom are 'Cancel' and 'Continue' buttons. A dark sidebar on the right contains 'Deferred Compensation' and 'Review and Submit' links.

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

This screenshot shows the '457 Deferred Compensation' enrollment details screen. The title is '457 Deferred Compensation' with an 'Enroll' link. An 'Instruction' section states: 'Enter contribution as a percent, and enter 2% or more to get the City 1%. This election will not show in your total cost report. Beneficiary must be added to MissionSquare.' Below this is the 'Primary' contribution field, which contains '10' and is highlighted with an orange circle. A 'Hide coverage and rates' link is present. The 'Secondary' contribution is listed as '1%'. The background shows a dimmed version of the enrollment cards from the previous screen.

36. Click "Save"

\$0.00 | \$0.00
Total Cost per Pay Period

Plan All

457 Deferred Compensation

Enrolled 457 Deferred Compensation
10%
Enroll
Unenroll ...

Waive 457

Enroll

Roth 457

Roth 457
0%
Enroll
Enroll View Details

Waive Roth 457

Enroll

457 Deferred Compensation

Enroll

Instruction
Enter contribution as a percent, and enter 2% or more to get the City 1%. This election will not show in your total cost report. Beneficiary must be added to MissionSquare.

Primary
10
0 to 100, in increments of 0.01

Hide coverage and rates

Secondary
1%

Cancel Save

37. Click "Continue"

Plan All

Deferred Compensation

Deferred Compensation
10%
Enroll ...

Waive 457

Enroll

Roth 457

Roth 457
0%
Enroll
View Details

Waive Roth 457

Enroll

Cancel Continue

Deferred Compensation

Review and Submit

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.

457, and Roth 457

Review and Submit

Total Cost per Pay Period	\$0.00
Pretax	\$0.00
After Tax	\$0.00
Annual Cost	\$0.00

Contribution

Contribution
Contribution

10%
Primary

Opted out

Cancel Submit

2 | 2

Deferred Compensation

Review and Submit

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

✓ Enroll in benefits that matter to you
Visited On 10/13/2025 Required

✓ Enroll in benefits that matter to you
Visited On 10/13/2025 Required

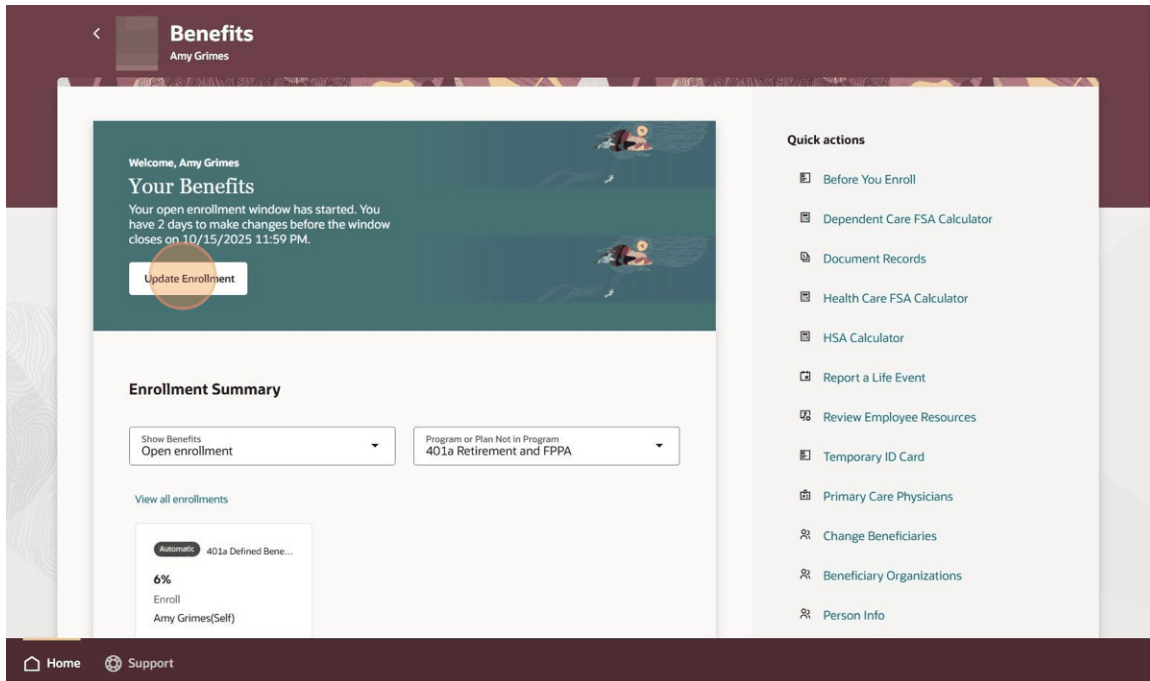
● Enrollment submitted
You can go ahead and enroll in other benefits that are available to you. Or you can continue with the rest of the process.

Visited Always open
Deferred Comp 457, and Roth 457
Deferred Comp 457, and Roth 457
Edit View Enrollments

Visited and submitted Enrollment period ends on 10/15/2025
Employee Benefits
Employee Benefits
Edit View Enrollments

Continue

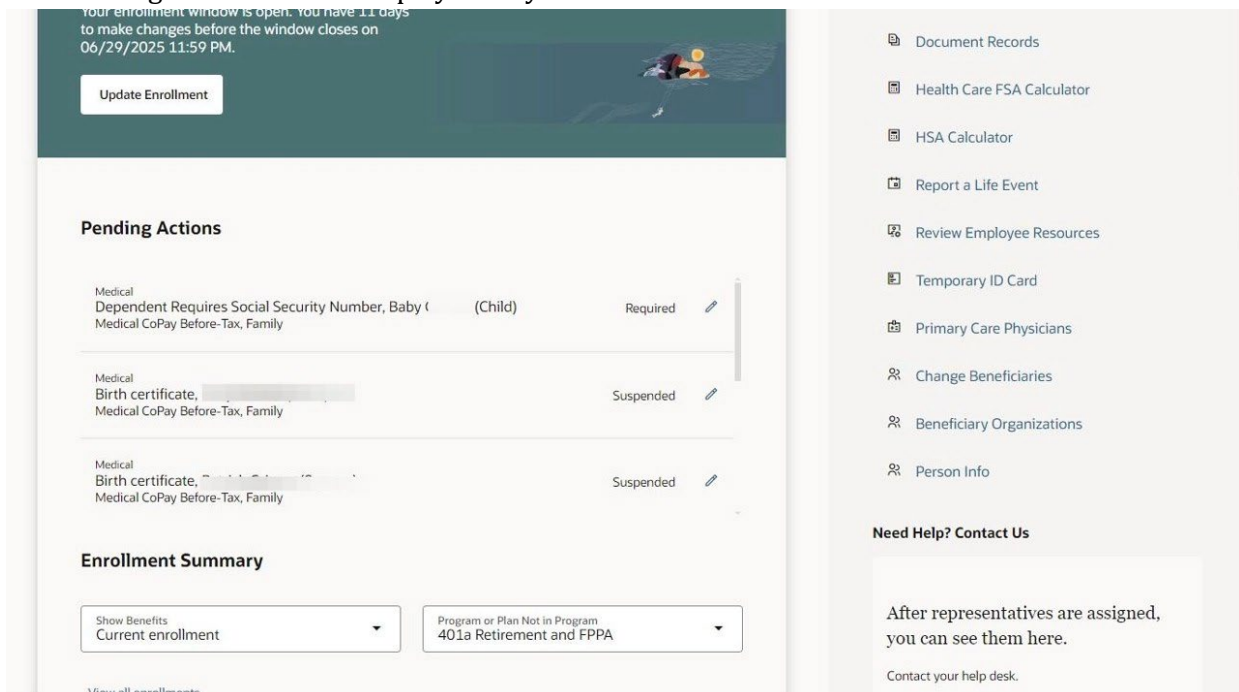
40. Click "Update Enrollment" from your Benefits home screen to update benefits.



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

Your Benefits
Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.
[Update Enrollment](#)

Pending Actions

Medical Dependent Requires Social Security Number, Baby (Child) Medical CoPay Before-Tax, Family	Required	
Medical Birth certificate, I (Child) Medical CoPay Before-Tax, Family	Suspended	
Medical Birth certificate, I (Spouse) Medical CoPay Before-Tax, Family	Suspended	

Enrollment Summary

Show Benefits: Current enrollment
Program or Plan Not in Program: 401a Retirement and FPPA

[View all enrollments](#)

Need Help? Contact Us

After representatives are assigned, you can see them here.
[Contact your help desk.](#)

[Home](#) [Support](#)




Sidebar:

- Dependent Care FSA Calculator
- Document Records
- Health Care FSA Calculator
- HSA Calculator
- Report a Life Event
- Review Employee Resources
- Temporary ID Card
- Primary Care Physicians
- Change Beneficiaries
- Beneficiary Organizations
- Person Info

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

Your Benefits
Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.
[Update Enrollment](#)

Pending Actions

Medical Dependent Requires Social Security Number, Baby (Child) Medical CoPay Before-Tax, Family	Required	
Medical Birth certificate, I (Child) Medical CoPay Before-Tax, Family	Suspended	
Medical Birth certificate, I (Spouse) Medical CoPay Before-Tax, Family	Suspended	

Enrollment Summary

Show Benefits: Current enrollment
Program or Plan Not in Program: 401a Retirement and FPPA

[View all enrollments](#)

National identifiers
Baby ()

[+ National identifiers](#)

Add official national identifier information provided by legislative organizations.

[Home](#) [Support](#)

44. Enter the required information

The screenshot shows the 'Your Benefits' page on the left and a 'National identifiers' modal on the right. The modal is open for 'Baby C' and contains the following fields:

- Country:** A dropdown menu with a downward arrow, highlighted by an orange circle. A 'Required' label is below it.
- National ID Type:** A dropdown menu with a downward arrow. A 'Required' label is below it.
- National ID:** A text input field with a required icon (a circle with a dot). A 'Required' label is below it.
- Issue Date:** A date picker icon.
- Expiration Date:** A date picker icon.
- Place of Issue:** A text input field.

At the bottom of the modal are 'Cancel' and 'Save' buttons. The background page shows 'Your Benefits' with an enrollment window notice, 'Pending Actions' for medical dependents, and an 'Enrollment Summary'.

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

This screenshot shows the same 'Your Benefits' page and 'National identifiers' modal, but with selections made. In the modal:

- Country:** The dropdown menu now displays 'United States'.
- National ID Type:** The dropdown menu is open, and 'Social Security Number' is selected and highlighted by an orange circle. Other options visible are 'Individual Taxpayer Identification Number' and 'Taxpayer Identification Number'.

The 'National ID' field is still empty. The 'Issue Date', 'Expiration Date', and 'Place of Issue' fields remain unchanged. The 'Cancel' and 'Save' buttons are still at the bottom.

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

Your Benefits
Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.
[Update Enrollment](#)

Pending Actions

Action	Required	Status
Medical Dependent Requires Social Security Number, Baby C (Child) Medical CoPay Before-Tax, Family	Required	
Medical Birth certificate, (Child) Medical CoPay Before-Tax, Family	Suspended	
Medical Birth certificate, I (Spouse) Medical CoPay Before-Tax, Family	Suspended	

Enrollment Summary

Show Benefits: Current enrollment
Program or Plan Not in Program: 401a Retirement and FPPA
[View all enrollments](#)

National identifiers
Baby Grimes

[+ National identifiers](#)

Country: United States
National ID Type: Social Security Number
National ID: *****
Issue Date:
Expiration Date:
Place of Issue:
[Cancel](#) [Save](#)

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

Your Benefits
Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.
[Update Enrollment](#)

Pending Actions

Action	Required	Status
Medical Dependent Requires Social Security Number, Baby C (Child) Medical CoPay Before-Tax, Family	Required	
Medical Birth certificate, I (Child) Medical CoPay Before-Tax, Family	Suspended	
Medical Birth certificate, (Spouse) Medical CoPay Before-Tax, Family	Suspended	

Enrollment Summary

Show Benefits: Current enrollment
Program or Plan Not in Program: 401a Retirement and FPPA
[View all enrollments](#)

National identifiers
Baby C

[+ National identifiers](#)

Country: United States
National ID Type: Social Security Number
National ID: *****
Issue Date:
Expiration Date:
Place of Issue:
Last Updated Date: 06/18/2025 9:28 AM
Last Updated By:
[Primary](#)

[Close](#)

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.

Your Benefits

Your enrollment window is open. You have 11 days to make changes before the window closes on 06/29/2025 11:59 PM.

Update Enrollment

Pending Actions

Medical
Dependent Requires Social Security Number, Baby (Child)
Medical CoPay Before-Tax, Family

Required

Medical
Birth certificate, (Child)
Medical CoPay Before-Tax, Family

Suspended

Medical
Birth certificate, (Spouse)
Medical CoPay Before-Tax, Family

Suspended

Enrollment Summary

Show Benefits
Current enrollment

Program or Plan Not in Program
401a Retirement and FPPA

Dependent Care FSA Calculator

Document Records

Health Care FSA Calculator

HSA Calculator

Report a Life Event

Review Employee Resources

Temporary ID Card

Primary Care Physicians

Change Beneficiaries

Beneficiary Organizations

Person Info

Need Help? Contact Us

After representatives are assigned, you can see them here.