

How to Enroll / Make Changes during 2018 Open Enrollment

All transactions must be completed before November 16, 2017 at midnight, MST. Please note that these instructions are for full-time and part-time employees only. Casual employees will receive instructions via mail/email.

This year is a “passive enrollment” year so all of your 2017 enrollments will roll over to the 2018 plan year with the exception of enrollment into a Flexible Spending Account (HCRA, DCRA, AERA), which requires an active election annually.

To complete the Open enrollment process online, you must have a CRYPTOCard with administrative-level access. Employees without A-level CRYPTOCard access will receive an Open Enrollment form by mail.

To enroll newly eligible dependents, you will be required to bring in supporting documentation to the Benefits Office by **November 8, 2017 at 5:00pm MST** before you will have access to enroll them through Oracle Worker Self Service.

Make sure all dependents meet eligibility requirements before you enroll them or allow enrollment to continue into the next plan year. Please refer to the [Acceptable Dependent Supporting Documentation chart \(pdf\)](#) for additional information regarding eligible family members and required documentation.

Benefits changes made during the Open Enrollment period will go into effect on January 1, 2018.

Step-by-Step Instructions

1. Review the 2018 Open Enrollment plan information at benefits.lanl.gov.
2. Log into Oracle. Select “**LANL Worker Self Service**” and then select “**Benefits**” to begin the Open Enrollment election process.
3. Review and accept the Terms & Conditions and select “**Next**”. You will only be required to accept the Terms & Conditions once so if you have previously accepted them, you will not see the Terms & Conditions screen again.
4. Click “**Continue**” to proceed with your elections.
5. Review your current benefit elections.
6. Select the “**Change Your Benefits Enrollments**” tab to proceed to make your benefit elections.
7. Complete your benefit elections:
 - a. Select the 2018 medical plan you wish to enroll in. If you do not wish to enroll in a LANL-sponsored medical plan, select “**Waive Medical Plan**”.
 - b. If you enroll in the HDHP medical plan and wish to enroll in the Health Savings Account (HSA), select the box near the HSA option (e.g. “Employee Only” or “Employee + Family”) that corresponds with the level of coverage you selected for your medical plan. To contribute to the HSA via payroll deductions, enter the **per pay period** amount in the field provided. If not, leave the amount at zero.
 - c. Make any necessary changes to your current benefit elections.
 - d. If you wish to participate in a Flexible Spending Account (HCRA, DCRA, or AAEA), select the box near the plan and enter an **annual amount** in the coverage field.

- e. Press **"Save > Next"**.
 - f. Select dependents as applicable (*not required for employee-only coverage*) and select **"Save > Next"**. Note: If a desired dependent does not appear, provide the required supporting documentation to the Benefits Office no later than November 8th at 5:00pm MST.
 - g. Verify your beneficiary designations and select **"Next"**. Note: Beneficiaries will appear for plans offered during the 2018 Open Enrollment period. Beneficiaries can be updated at any time by submitting the Universal Change Form, 1938 (pdf) to the Benefits Office.
8. Print your confirmation statement.
 - a. Select **"Printable Page"** to print your confirmation statement, and keep the statement for your records. **The statement is your only evidence that you have submitted an enrollment or change.**
 - b. If you make additional changes, print a new confirmation statement *each time*.
 9. Press **"Finish"** or your changes *will not be saved*.
 10. Log out, then back into Oracle **"LANL Worker Self Service"**, select **"Benefits"** and click on the **"Open Enrollment"** tab to ensure your plan election(s) have been saved.
 11. To make additional changes, select the **"Change Your Benefits Enrollments"** option again.