



## How to Enroll Online

### Online Open Enrollment Instructions

Before you log on to enroll, be sure you have made your decisions and have the information you need to enroll.

If your computer is not directly connected to PNNL's network, read the following:

- If you are using your home computer or are outside the firewall, you must use your SecurID token before you can log on to [MyHR](#) to enter your enrollment changes. If you need help obtaining or using a SecurID token, please contact the PNNL Help Desk at 509-375-6789.
- If internet access is unavailable to you at your worksite or at your home, contact the Benefits Office at [ask.benefits@pnnl.gov](mailto:ask.benefits@pnnl.gov) to request that the appropriate enrollment forms be sent to you.

### Helpful Hints

- Do not use the *Back* button on the browser. Use the navigation links and buttons in the application.
- Check your e-mail frequently during Open Enrollment as you may receive one or more e-mails regarding your election status during Open Enrollment.

### Log on to the System

- Click on the following link: <https://myhr.pnl.gov>. If you are using your home computer or a computer not connected to the PNNL network, you will need to go to <https://portal.pnl.gov> and use your SecurID before you can log on to [MyHR](#).
- Enter your network username and your password (the one you use to connect to the PNNL network each day).
- Click on *My Benefits*.
- Click on *Benefits Enrollment*.
- Click on the *Select* button to see your enrollment summary and begin enrollment.

### View Your Current Elections and Make Any Necessary Changes

- The Enrollment Summary displays your current elections.
- If you wish to enroll in a benefit or make a change, click the *Enroll* button that corresponds to that benefit.
- After clicking the *Enroll* button, you will be directed to a screen with more information about your choices for that benefit and whether you will be allowed to enroll or make changes.
- You need to enroll in Group Accident **only** if you are making a change. If you are enrolling in Group Accident coverage for the first time, you will need to complete a [Group Accident Beneficiary Form](#). The Group Accident beneficiary form is located on the HR [website](#).



## Enroll Your Dependents

- It is important to identify dependents that you want covered under each benefit plan. Dependents are shown separately in the respective sections of this application.
- To review or update dependent information, click *Enroll* next to the applicable benefit on the Enrollment Summary and then scroll down to the *Enroll Your Dependents* section. All dependents with a check mark under *Enroll* are currently enrolled in that benefit.
- To enroll a dependent shown in your list, add a check mark in the *Enroll* box next to their name.
- To remove a dependent from coverage, remove the *Enroll* check mark next to their name.
- To add a dependent not shown on your list, click *Add/Review Dependents* located in this section and add your dependent(s).
  - The relationship of “Other Relative” should be used when adding a dependent that is not your spouse or your natural or adopted child, (e.g. grandchild or other child who lives with you and who qualifies as your dependent for tax purposes).
- After adding your dependent(s), return to the applicable benefit panel. Your newly added dependent(s) will now appear in your list. Add a check mark under *Enroll* to enroll your new dependent in coverage. Your newly added dependent(s) will now appear in your list for all applicable benefits for you to enroll if you so choose.
- Be sure to review the “**Dependent Eligibility Requirements**” section of the 2013 Open Enrollment Benefits Guide. Dependent Verification for Dependents enrolled during Open Enrollment must be submitted to the Benefits Office by December 21, 2012 at 5:00 p.m. PT.

## Save Your Elections

- If you are unable to complete your enrollment or change elections in one session, you may save your changes and return later to complete the process.
- Click the *Continue* button.
- A confirmation screen will then appear. Review your elections and click *Save*. (You will still need to *submit* your elections).
- If you are ready to finalize your enrollment, then you must **submit** your completed elections. If you want to return later and update your elections before submitting, log out of the Open Enrollment application without submitting.

## Submit Your Elections

- When you have completed your enrollment and made your elections, you must **submit** them. Your elections **will not** be transmitted to the Benefits Office unless you **submit** them.
- Click **Submit** on the *Enrollment Summary* after saving all your changes.
- Read all of the disclosure statements, and click **Submit** again on the *Submit Benefit Choices* screen. After clicking **Submit**, your elections will be transmitted to the Benefits Office.

## Confirming Your Elections

On the next business day after you submit your Open Enrollment elections, you will receive an e-mail confirming your benefit elections. If you do not receive this e-mail, first verify that you submitted your



changes. If you did submit your changes and did not receive your confirmation e-mail, contact the Benefits Office at [ask.benefits@pnnl.gov](mailto:ask.benefits@pnnl.gov).

### **Change Your Mind After Submitting Your Elections?**

No problem – as long as it is prior to November 21st at 12:00 p.m. PT. Send an email to the [Benefits Office \(ask.benefits@pnnl.gov\)](mailto:ask.benefits@pnnl.gov) to request that you be permitted to make additional changes. The changes you initially made will still appear in the system. **However, after making new or additional changes, you must submit them again. If you do not submit your elections again, your elections will be disregarded by the Benefits Office as if no elections were made, resulting in the same coverage you have in 2012.**

Please note, if you wait to enter your changes and enrollments on the last day of Open Enrollment (November 21st), you **will not** receive confirmation until Open Enrollment is over and you will not be able to make changes.