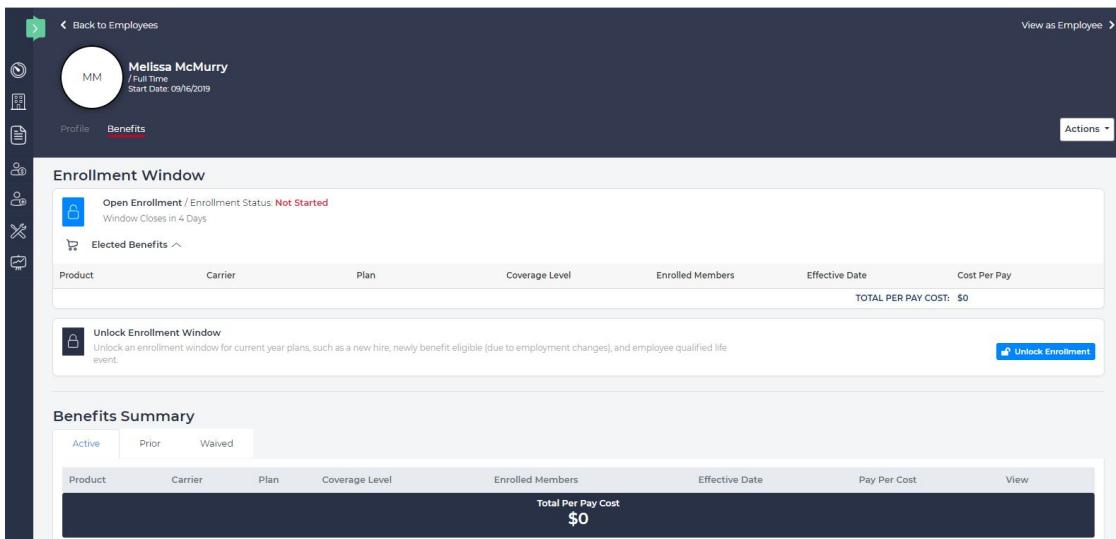


Unlocking an Enrollment Window

To allow your employees to make new elections or qualified changes to their enrollments, you will first need to Unlock an Enrollment Window. To unlock all employees for Open Enrollment, please refer to the Open Enrollment Quick Start Guide.

1. From the Employees tab, select the employee you wish to unlock.
2. Upon selecting an employee, you'll be brought to their profile page. From here, select their Benefits tab from below their name.
3. From the Benefits tab, you will see any currently unlocked enrollment window, a summary of benefit elections if they have previously enrolled, and a button to Unlock an enrollment window.



The screenshot shows the 'Employee Benefits' page for an employee named 'Melissa McMurry'. The 'Benefits' tab is selected. The 'Enrollment Window' section displays a message: 'Open Enrollment / Enrollment Status: Not Started' and 'Window Closes in 4 Days'. Below this, there is a table for 'Elected Benefits' with columns: Product, Carrier, Plan, Coverage Level, Enrolled Members, Effective Date, and Cost Per Pay. A total of '\$0' is shown for 'TOTAL PER PAY COST'. A prominent blue button labeled 'Unlock Enrollment Window' is present, with a tooltip explaining it unlocks an enrollment window for current year plans. The 'Benefits Summary' section shows a table with columns: Active, Prior, Waived, Product, Carrier, Plan, Coverage Level, Enrolled Members, Effective Date, Pay Per Cost, and View. The total cost is '\$0'.

4. To open the system for an employee to enroll or make election changes, click the “Unlock Enrollment” button and select the “Enrollment Type”.

Unlock Enrollment Window

Enrollment Type*	Qualified Life Event
Qualified Life Event Reason*	Select
Event Effective Date*	MM/DD/YYYY
Additional details	

Once employees complete enrollment, elections will pend for 3 days to allow for any election changes. After 3 days, the system will automatically close the enrollment window and approve all elections.

For employees who do not log in or complete enrollment, they will not be enrolled in any benefits and the enrollment window will automatically close after 30 days.

Cancel **Unlock**

- a. New Hire - The system will automatically determine the employee's benefits effective date based on their date of hire and waiting period rules configured during plan set up.
- b. Newly Eligible - Enter the date of change and the system will automatically determine benefits effective date based on waiting period rules configured during plan set up.
- c. Qualified Life Event - Select a “Qualified Life Event Reason” from the drop down menu and enter the Life Event date. The system will automatically determine the benefits effective date based on waiting period rules configured during plan set up.