

Make Enrollment Elections Online



The Benefits Central Portal enrollment tool is a multiple step, online process that allows you to restart or modify your 2021 choices at any time during the Open Enrollment period (October 1 – 31). Follow these instructions to complete your 2021 enrollment online.

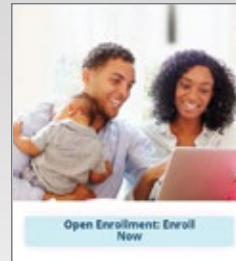
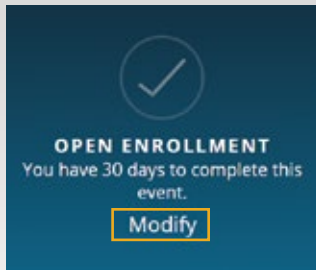
Start Your Open Enrollment Event

LAWell members are automatically (passively) enrolled in benefits for the next year. If you want to keep the same elections, you do not need to enroll; your current elections will automatically continue at the new 2021 per pay period costs.

Select the **Call to Action** banner

OR

Access through the **Open Enrollment** tile



After clicking the tile:

- Click the [Actions](#) link in the Open Enrollment Jan 1, 2021 box.
- Then click the [Modify](#) link in the pop-up box.

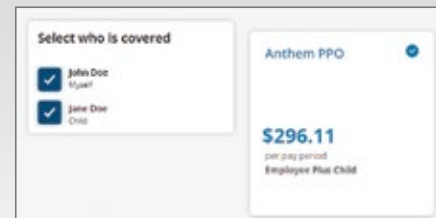
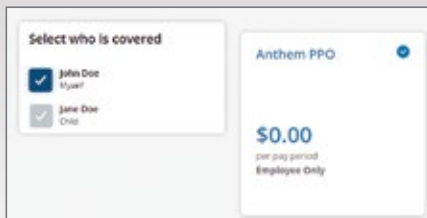
To change your elections for 2021, **Modify** your Open Enrollment event.

Note: The Healthcare FSA and Dependent Care Reimbursement Account do not automatically continue. They require an annual election. They require an annual election.

Add Your LAWell Eligible Dependents

Navigate through the Family, Health Plans, Insurance Benefits, Spending Accounts, and Beneficiaries tabs to select or change your **LAWell** coverage elections and to add and remove dependents from coverage.

Add and remove eligible dependents

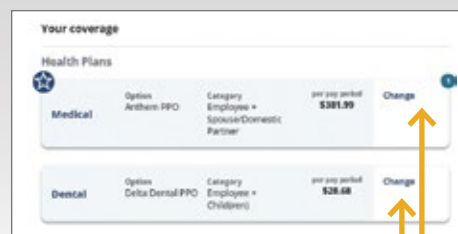
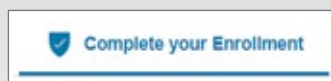


Click **Recalculate** to see how changes to covered dependents impact your per pay period costs.

Complete Your Enrollment

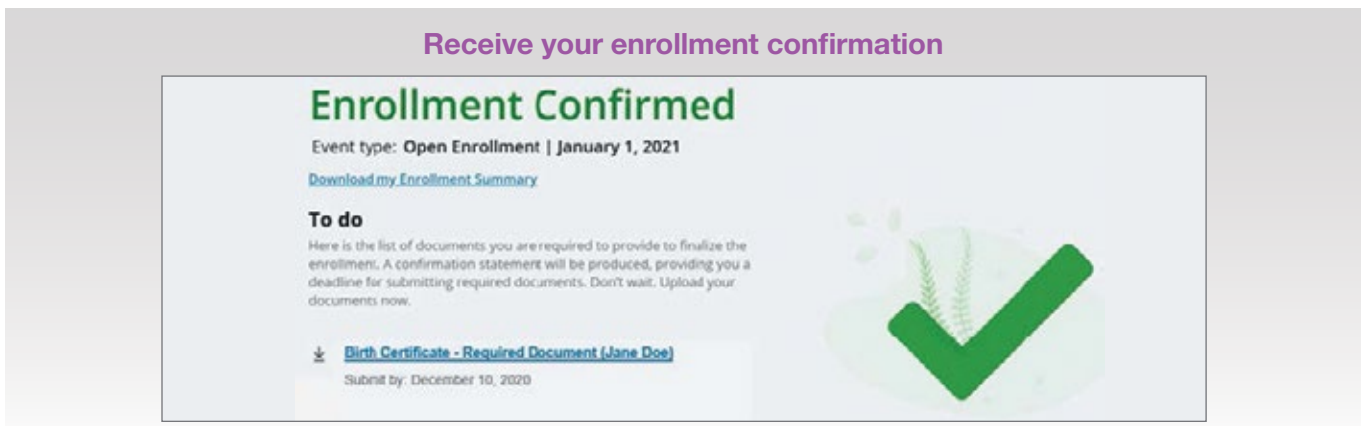
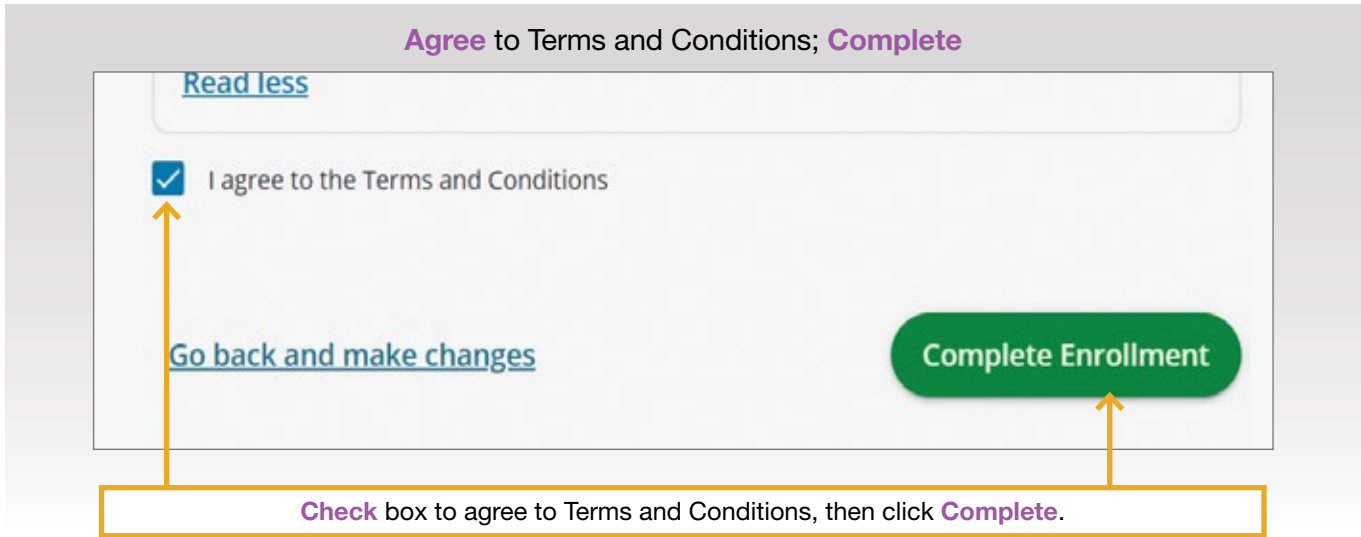
Review your full list of benefit elections on the **Complete your Enrollment** tab and ensure your elections are accurate. Benefits marked with a star ★ on the left side identify items you have changed for 2021. You can make further changes to any benefit by clicking the **Change** link on each the right of associated benefit.

Review your elections and make changes if needed



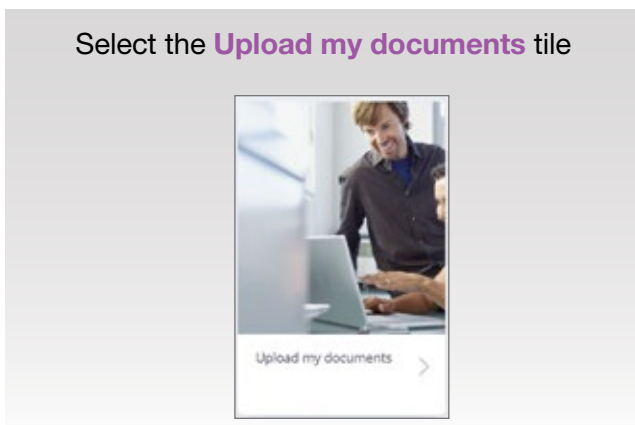
Click **Change** if you want to make changes.

When you are satisfied with your elections, review and accept the Terms and Conditions, then click **Complete Enrollment** to finish your enrollment and receive confirmation.



Submit Documentation

Some election actions, such as adding dependents to coverage, require your submission of supporting documentation. Upload your supporting documents directly to your account from the **To do** section of your Enrollment Confirmation (shown above). You may also use the **Upload my documents** tile, or select the **Enrollment Forms Requirements** Call to Action that should appear after you successfully complete an applicable enrollment event. You can also monitor the status of your uploaded documents.



OR

