1. Begin at one.purdue.edu, select the “Benefits Open Enrollment for Faculty & Staff” banner at the top of the page. Log in to Benefitfocus with your Purdue Career Account.

2. From the Welcome page, select “To Enroll, Make a Change, and View Your Benefits CLICK HERE in the gold box.
3. On the “Manage Your Benefits”, select the gold “Get started >” box.

4. Next, review your dependent information. Select “Add Dependent” to add additional dependents not listed or “Next” to move on to the next step.
5. On the Open Enrollment Benefits page, you will see a summary of your benefit plan options. Beginning with “1. Your Medical coverage”, select “Begin enrollment” to review the medical plan options or “Decline coverage” to opt out of medical plan coverage.

**Enrollment tip:** From the summary page, select the first benefit plan in the list to begin. Follow the numbered benefit plans in order. You will not be able to submit your enrollment until you have made a decision on all benefit plans highlighted in blue (example shown below).
6. Once on the “Choose your Medical Plan.” page, you will have the option to select your medical plan. If you elected coverage for 2017, your 2017 plan is pre-selected. Confirm you have the correct dependents selected on the left side of the page, then select “Next” to move on to the next page.

7. Next, you will see a summary of the medical, prescription coverage, Health Savings Account (HSA) and Flexible Spending Account (FSA) plans. Review the coverages you have elected and select edit to make any changes. If you are not eligible for an HSA and would like to decline the plan, including Purdue’s contribution, select “Edit coverage” then “Decline Coverage”
8. To edit your HSA contribution, select “Edit contribution” then “+Add Contribution”. To continue with the University’s contribution only, select “Next” and skip to step 11.

9. Enter the amount you would like to contribute per paycheck for 2018 then select “Add contribution”.
10. Once you have entered your 2018 HSA contribution amount, select “Next”.

11. If you elect to contribute to a health care or limited purpose FSA, choose the FSA plan in the list and select “Edit contribution”.

12. Enter the 2018 annual contribution amount you would like to contribute in the box. Select “Next”.

13. Select “Save” at the bottom of the health plans summary page.
14. Next, you will be directed back to the Open Enrollment Benefits” summary page. Scroll down the page reviewing your coverage and dependents for each plan. Select “Edit coverage” under each plan option to make any changes to coverage for that plan.

15. Some benefits require a decision to be made before your enrollment can be submitted. These plans are highlighted in blue. You can choose to “Begin enrollment” or “Decline coverage”. Once you have selected to enroll in the plan or declined coverage, the blue highlight is removed and you are able to continue with your enrollment (as shown).
16. Further down the summary, you will see the life insurance plans with the coverage you have currently selected that will continue for 2018 unless you choose “Edit coverage” and make a change. If you previously entered your beneficiaries, you will see this information listed. If you have not entered beneficiaries, you are able to do so by selecting the pencil icon next to “Edit”.

17. Continue down the page reviewing your coverages and making decisions on blue highlighted plans until you reach the bottom of the page.
18. Once you’ve scrolled through all of the benefit plans to the bottom of the page, click the small checkbox “I have reviewed the information above” on the bottom left side of the page, then choose “Complete Enrollment” when you are ready to submit your enrollment.

19. After completing your enrollment, you will be directed back to the “Manage Your Benefits” page. At the top of the page, you will see a green shaded box that states you have successfully completed your enrollment, along with your confirmation number.

A benefits confirmation statement with your updated 2018 elections will be available in the “Important Documents” box labeled “Employee Summary Report”. Please review the summary and retain a copy for your records. Once you have reviewed and saved a copy of your statement, select the down arrow next to your name to log out.