

# READY TO ENROLL?

## ► This is how you get started.

Enrollment is done via our easy-to-use online site. Follow these simple steps:

- 1 / Open enrollment is Oct. 24 to Nov. 7 at 6 p.m. (ET).** Sign in to Benefitfocus at [one.purdue.edu](https://one.purdue.edu).
- 2 /** Click the **Faculty & Staff Benefits Open Enrollment** banner at the top of the page or the "Benefits Enrollment – Active" icon.
- 3 / Log in** with your Purdue career account username
- 4 /** Click the gold **Get Started** button to begin enrolling.
- 5 /** Follow the prompts to review your profile information, make changes to dependents and answer survey questions.  
To update any profile information, such as home address, please follow the instructions in the [quick reference guide here](#).
- 6 /** Select your plan choices and review/record beneficiaries.
- 7 /** Once you've reviewed the benefit plans, scroll to the bottom of the page, check "I have reviewed the information above" and choose **Complete Enrollment** when you are ready to submit your enrollment. Review your confirmation and choose **Continue to Next Page**.
- 8 /** Once you've completed your enrollment, save or print the **Employee Summary Report**, that appears on the next screen or located on the "Manage Your Benefits" page. This serves as your confirmation of benefits and provides proof of your enrollment.
- 9 / Confirm benefits and dependents listed are accurate.**  
You may log in and submit any changes until Nov. 7 at 6 p.m. (ET). No changes will be accepted after that time.



## Wait! Before You Begin...

Save yourself time. Before you log on, make sure you have the following handy:

- Your Benefitfocus user ID and password
- For dependents: Names, social security numbers and birth dates
- Understanding of the benefits and plans offered
- Review other important reminders on the next page of this guide

