

ONLINE EMPLOYEE SELF SERVICE (ESS) OPEN ENROLLMENT INSTRUCTIONS

You have until 4:00 p.m. on November 2, 2007 to make your elections for dental, medical, and flexible savings accounts.

If you are currently enrolled in dental and medical, have no changes, and do nothing during open enrollment, your coverage will remain the same.

If you are currently enrolled in a 2007 Flexible Spending Account, your enrollment for 2008 is not automatic – you must enroll for 2008 if you want to participate.

Preparing to Enroll Online

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

Items to Consider

- Review your benefit materials and share them with your family.
- Have you added or lost eligible dependents?
- Does your spouse's employer offer benefits?
- If you are not currently enrolled in dental, do you want to enroll this year?
- If you are enrolled in dental, do you want to change to a different plan? **See How to Locate a Dental Network Provider.**
- If you are not currently enrolled in medical, do you want to enroll this year?
- If you are enrolled in medical, do you want to change to a different plan?
- If you are enrolling in the CIGNA Point of Service (POS) Plan, you are required to designate a Primary Care Physician (PCP) ID# for you and each covered dependent and indicate whether or not you and each covered dependent is a current patient. **See How to Locate a CIGNA Network Provider.**
- If you are currently enrolled in a dental or medical plan and want to discontinue your coverage, you must select Waive Dental or Waive Medical.
- Do you want to enroll in a Flexible Spending Account for 2008?

Dependent Information

- If you are adding a new dependent, you will need First Name, Middle Initial, Last Name, Date of Birth, and Gender information.

Choosing Your Coverage Level Option for Dental and Medical

- Waive – no coverage
- Employee only
- Employee + 1 (Dual)
- Employee + 2 or More (Family)

Enrollment Worksheet

New Dependent Data Enrollment Information

Last Name	First Name	Initial	Date of Birth	Gender

Dental Enrollment Information (remember to enroll your dependents).

Name of Dental Plan	Level of Coverage
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Medical Enrollment Information (remember to enroll your dependents)

Name of Medical Plan	Level of Coverage
If you are enrolling in the POS medical plan PCP ID#'s are required for yourself and each covered dependent and you must indicate whether or not you and each covered dependent is a current patient. (See instructions on How to Locate a CIGNA Network Provider)	PCP ID# Current Patient (Yes or No)
Self	
Dependent's Name	

Flexible Spending Accounts (you must enroll each year to participate)

Annual amount to contribute to the Health Care Spending Account

\$

Annual amount to contribute to the Child and Adult DayCare Spending Account*

\$

(Annual amounts are pro-rated over the entire year and deducted in equal amounts from your paychecks)

*Can be used to pay for day care and elder care expenses for eligible dependents. If you want to cover their dental/medical/vision expenses, you must enroll in the Health Care Spending Account.

You are now ready to enroll online!

Helpful Hints

- You must have an active user id, password, and SAP account. If you do not have a user id and password, please call the Computer Helpline, 241-6765. Also request a SAPPRD010 account.
- If you have a user id and password, but currently do not have a SAP account, follow the instructions on the following url: <http://home.ornl.gov/general/sap/sapAcctInstr.shtm>
- The suggested platform for SAP ESS applications is Internet Explorer 5.0 or higher.

Log on to the System

- You can access ESS from work at <http://home.ornl.gov/general/sap/ess.shtml> and then select **Benefits Open Enrollment**
- You can also access ESS from home by accessing the ORNL public web site <http://www.ornl.gov/openenrollment/2007> and then select **Enroll Now**
- Enter your user id and password
- Click Logon

View Your Current/Open Enrollment Options and Make Any Necessary Changes

(For new plan enrollments, note that dental and medical premium deductions are defaulted as Pre-tax; if you want Post-tax deductions, click to remove the check mark)

- Click **Open enrollment**
- If you are adding a new dependent, click **Update Family Members** and add dependent(s) before making any changes to dental and medical plans
- To add a new dependent, select either Spouse or Child from the drop down
- Click **Add**
- Enter Last Name, First Name, Middle Initial, Birth date, and Gender
- Review for accuracy
- Click **Save**
- After adding your family members, click **Quit** and **X** to close the browser
- Return to open enrollment options

Dental Plan Elections

- If you are currently enrolled in dental, have no changes, and want to remain in this plan – do nothing. (**Proceed to Medical Plan Elections**)
- If you are changing your current coverage options, click on the plan you are enrolled in, determine the dependent coverage, place a check mark in the box next to the name of each covered dependent, and review your deductions pre-tax or post-tax option
- Click **Make this Change**
- If you want to enroll in a different plan, click on the new plan, determine the dependent coverage, place a check mark in the box next to the name of each covered dependent, and determine your deductions pre-tax or post-tax election
- Click **Make this Change**
- If you want to stop your participation in the dental plan, click on **WAIVE DENTAL**
- Click **Make this Change**

Medical Plan Elections

- If you are currently enrolled in medical, have no changes, and want to remain in this plan – do nothing. (**Proceed to Flexible Spending Account Elections for 2008**)
- If you are changing your current coverage options, click on the plan you are enrolled in, determine the dependent coverage, place a check mark in the box next to the name of each covered dependent, and review your deductions pre-tax or post-tax option. PCP ID# and Current Patient Info is required for the POS plan for you and each covered dependent.
- Click **Make this Change**
- If you want to enroll in a different plan, click on the new plan, determine the dependent coverage, place a check mark in the box next to the name of each covered dependent, and determine your deductions pre-tax or post-tax election. PCP ID# and Current Patient Info is required for the POS plan for you and each covered dependent.
- Click **Make this Change**
- If you want to stop your participation in the medical plan, click on **WAIVE MEDICAL**
- Click **Make this Change**

Flexible Spending Account Elections for 2008

(Part-time employees are not eligible for Flexible Spending Accounts)

- If you want to enroll in Child and Adult Day Care, click on **CHILD AND ADULT DAY CARE FSA**
- Enter the Annual Amount of your 2008 contribution
- Click **Make this Change**
- If you want to enroll in Health Care, click on **HEALTH CARE FSA**
- Enter the Annual Amount of your 2008 contribution
- Click **Make this Change**

Submit Your Elections

- When you have completed your enrollment and made your elections, you must **SUBMIT** them. Your elections **will not** be processed unless you **SUBMIT them**.
- Click **SUBMIT**
- You will receive a message that your selection has been successfully processed.
- Click **Print confirmation form** to print a copy of your 2008 enrollments for your records (you will also automatically receive an e-mail confirmation of your enrollment elections). If you do not receive an e-mail within 24 hours, contact ORNL Benefits, (ornlbenefits@ornl.gov) immediately. If you log in and fail to submit, you will receive an e-mail the next day with the subject Open Enrollment Alert – No Action Taken. If you want to make changes, you should log back in to Open Enrollment, make your elections and then click **SUBMIT**.
- Click **Quit** to exit ESS

Change Your Mind After Submitting Your Elections?

- No problem – as long as it is before 4:00 p.m. on **November 2, 2007** when open enrollment closes
- Access ESS and make the necessary changes
- Click **SUBMIT** (if you do not click submit, your changes will not be processed)