

# Open Enrollment Step by Step Guide

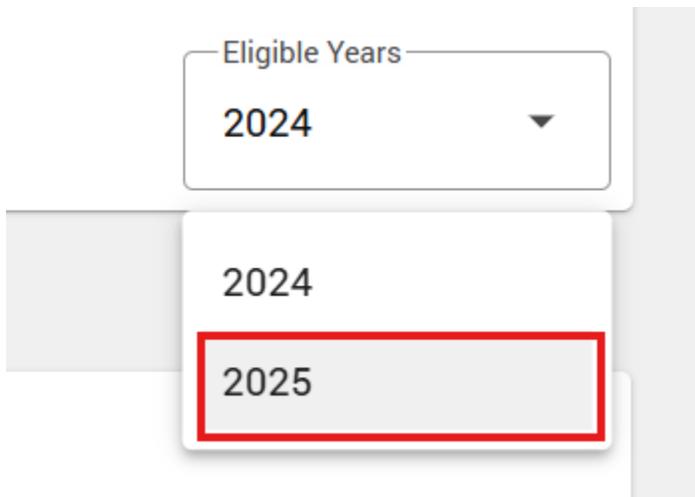
Open Enrollment begins on **May 1 and closes May 15 at 10:00 p.m. PST**

Alex is still available to help you make those enrollment decisions. Click here [Ask ALEX](#)

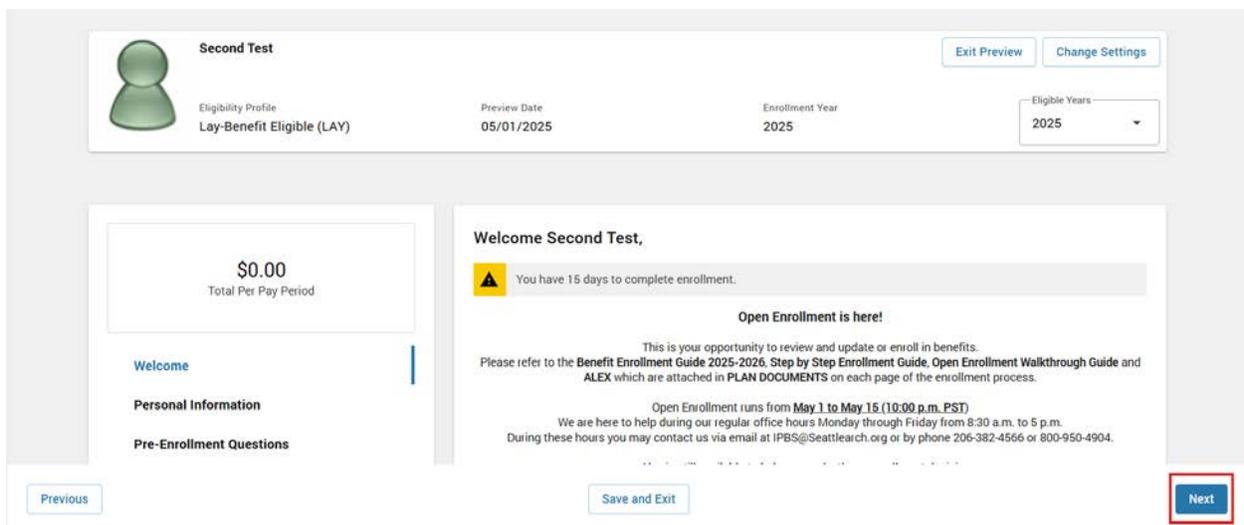
**Remember: you will need to re-elect your HSA and FSA plan amounts.  
These will not roll over into the new plan year.**

## Where to Enroll

Open Enrollment is done through Paycom Employee Self-Service. After logging in and navigating to Benefits Enrollment, make sure that the 'Eligible Years' menu is set to 2025:



The navigation menu looks different this year! Navigate through Open Enrollment by selecting 'Next':



## Personal Information

Here you can review and update your contact information. Make sure your email and address are current! Then select 'Next'.

The screenshot shows the 'Personal Information' page. At the top, there is a header with a user profile icon for 'Second Test', an 'Exit Preview' button, and a 'Change Settings' button. Below the header, the user's eligibility profile is 'Lay-Benefit Eligible (LAY)', the preview date is '05/01/2025', and the enrollment year is '2025'. A dropdown menu for 'Eligible Years' is set to '2025'. On the left side, there is a sidebar with a 'Total Per Pay Period' of '\$0.00' and a list of menu items: 'Welcome', 'Personal Information' (highlighted), 'Pre-Enrollment Questions', 'Dependents and Beneficiaries', and 'Benefits Plans' (with 'Medical Plans' as a sub-item). The main content area is titled 'Personal Information' and includes a 'Contact Information' section with an 'Edit' link. Below this, there is a note about contact services. The form fields are: Name (SECOND TEST), Date of Birth (01/01/1990), Address (United States of America (USA), 123 S PARK, SEATTLE), and Apt / Suite / Other. At the bottom, there are 'Save and Exit' and 'Next' buttons.

## Pre-enrollment Questions

This is where you can opt to re-enroll in the same benefits as last plan year. Remember, you will still have to elect your HSA/FSA!

The screenshot shows the 'Pre-enrollment Questions' page. The header is identical to the previous page, showing 'Second Test' and 'Lay-Benefit Eligible (LAY)'. The sidebar on the left is updated: 'Personal Information' and 'Pre-Enrollment Questions' are now marked with checkmarks, indicating they have been reviewed. The main content area is titled 'Pre-Enrollment Questions' and contains three questions, each with 'Yes' and 'No' radio button options: 'Do you have a spouse that works at this company?' (No selected), 'Are you a tobacco user?' (No selected), and 'Do you want to re-enroll in the same benefits you did last year?' (No selected). At the bottom, there are 'Previous', 'Save and Exit', and 'Next' buttons.

## Dependents and Beneficiaries

Here you can review and update your Dependents and Beneficiaries.

Eligibility Profile  
Lay-Benefit Eligible (LAY)

Preview Date  
05/01/2025

Enrollment Year  
2025

Eligible Years  
2025

**\$0.00**  
Total Per Pay Period

**Welcome**

**Personal Information**

**Pre-Enrollment Questions**

**Dependents and Beneficiaries**

**Benefits Plans**

- Medical Plans
- FSA Dependent Care

### Dependents and Beneficiaries

**Dependents & Beneficiaries**

Please review and update or enroll your Dependents and Beneficiaries on this page.

*Even though your dependents may also be your beneficiaries, the rules about enrolling dependents and naming beneficiaries differ, so you should know:*

**Dependents:**

- Adding a dependent record to this section does not automatically enroll your dependent for coverage. You'll need to enter each benefit section (medical, dental, etc.) and select the appropriate family coverage level.
- You may enroll (or cancel coverage) for [Eligible Dependents](#) under your medical, dental, vision and life insurance plans only during specified [Enrollment Periods](#).
- For coverage to become effective, you may be required to provide documentation proving eligibility (such as birth and marriage certificates).

[Save and Exit](#) [Next](#)

## Adding a Dependent/Beneficiary

At the bottom of the this page, select 'Add Recipient'.

Prudential Group Life - Dependent

Prudential Long Term Disability - Lay \$0.00 ✓

Accident Insurance

Critical Illness - Employee

Hospital Indemnity

Voluntary Life - Employee

Voluntary Life - Spouse

Voluntary Life - Child

Allstate Identity Protection

**Review and Finalize**

4566 or 800-950-4904, by email: [IPBS@SeattleArch.org](mailto:IPBS@SeattleArch.org).

**No dependents or beneficiaries added.**

[Add Recipient](#)

## Add New Recipient



Add as: \*

Beneficiary

Dependent and Beneficiary

Relationship \*



First Name \*

Middle Name

Last Name \*

Suffix

Birthdate \*

MM / DD / YYYY



Use date order Month/Day/Year

Social Security Number \*

Cancel

Add

## Deleting a Dependent/Beneficiary

To Delete, click the name of the dependent/beneficiary you plan to delete:

Child O. Test	Relationship	Date of Birth
Dependent and Beneficiary	Child	04/01/2025

Then select 'Delete' in the menu that pops up on the right-hand side:

### Update Existing Recipient

Add as: \*

Beneficiary

Dependent and Beneficiary

Relationship \*  
Child

First Name \*  
Child

Middle Name  
Of

Last Name \*  
Test

Suffix

Birthdate \*  
04 / 01 / 2025  
April 1, 2025

Social Security Number  
000000000

## Medical Plans

The next screen brings you to your Medical Plan election choices. You may decline coverage by checking 'Decline coverage' at the top of the page.

Your dependents will be listed near the top. If you have a dependent in that field, your Medical Plan choices will automatically update to the correct coverage level. Navigate to the plan you would like to enroll in and click 'Select Plan' and then click 'Next'.

The screenshot displays the 'Medical Plans' election interface. On the left sidebar, the 'Benefits Plans' section is expanded, showing 'Medical Plans' as the active selection. The main content area features a 'Plans' tab and a 'Documents' tab. A red box highlights the 'Decline coverage' checkbox. Below it, a 'Dependents' dropdown menu shows 'Child O. Test' with a red box around it. The 'Christian Brothers CDHP Plan' card is visible, showing a cost of '\$62.50 PER PAY PERIOD' for 'Employee and Children'. A red box highlights the 'Select Plan' button. At the bottom, there are 'Save and Exit' and 'Next' buttons.

## HSA/FSA Employee Contribution

If you elected to enroll in a CDHP Plan, the next page will prompt you to elect a Health Savings Account (HSA). To receive the Employer Seed Contribution, you **must** enroll in the HSA. If you do not have dependents, click the bubble for 'Individual'. If you do have dependents, click the bubble for Family. Then click 'Select Plan' and then click 'Next'. (Note: Employees do **not** need to contribute to their HSA to receive the Employer Seed Contribution. Just set the 'Annual Contribution Amount' to \$0.):

**\$62.50**  
Total Per Pay Period

Welcome

Personal Information

Pre-Enrollment Questions

Dependents and Beneficiaries

Benefits Plans

- Medical Plans \$62.50 ✓
- HSA/FSA Employee Contribution**
- FSA Dependent Care
- Dental
- Vision
- Prudential Group ADD \$0.00 ✓
- Prudential Group Life \$0.00 ✓

### Employee Health Savings Account

HSA's are tax-exempt savings and spending accounts that can be used to help pay for qualified medical expenses if you are enrolled in a CDHP.

Use the Health Equity Link to help you compare plans and savings by clicking [Health Equity - Compare your Plans](#)

[View Full Description](#)

**Contribution Level**

Individual: \$0.00 - \$3,150.00  Family: \$0.00 - \$9,000.00

Checks to withhold Contribution Amount  
24

Per Pay Period Amount  
\$

**Annual Contribution Amount**  
\$

Plan YTD Contribution  
\$0.00

[Plan Details](#) [Select Plan](#)

[Save and Exit](#) [Next](#)

If you elected to enroll in a Standard Plan, you are ineligible to enroll in an HSA or receive the Employer Seed Contribution and will not see the option to enroll in one. You will instead be taken to the FSA EE Contribution- No ER Cont. page; however you will not receive the Employer Seed Contribution.

**\$250.00**  
Total Per Pay Period

Welcome

Personal Information

Pre-Enrollment Questions

Dependents and Beneficiaries

Benefits Plans

- Medical Plans \$250.00 ✓

### FSA EE Contribution- No ER Cont.

[Plans](#) [Documents](#)

Decline coverage

#### Flexible Spending Account - Employee No ER Contribution

Flexible Spending Accounts allows you to put aside money for important expenses and help you reduce your income taxes at the same time.

Please see the attached [Benefit Enrollment Guide](#) in **PLAN DOCUMENTS** for further details on this plan.

Per Pay Period Amount  
\$

Annual Contribution Amount

## FSA Dependent Care

The next screen will ask if you want to enroll in an FSA – Dependent Care. (Note: The funds in this account may **only** be used for qualified child care or elder care expenses.) If you do not have a dependent or elder under your care, you can decline by checking 'Decline coverage'. If you wish to enroll enter the amount you wish to contribute in the "Annual Contribution Amount" field. The annual contribution amount will be divided by the 24 pay periods in the plan year and will auto-fill the "Per Pay Period Amount", then click "Select Plan" and then "Next" to continue.

The screenshot displays the 'FSA Dependent Care' enrollment interface. On the left sidebar, under 'Benefits Plans', 'FSA Dependent Care' is selected. The main content area shows a 'Decline coverage' checkbox, which is currently unchecked. Below this is a section for 'Flexible Spending Account - Dependent Care' with a description and a 'View Full Description' link. The 'Annual Contribution Amount' field is highlighted with a red box, and the 'Per Pay Period Amount' is shown as \$0.00. The 'Plan YTD Contribution' is also \$0.00. A 'Select Plan' button is highlighted with a red box, and a 'Next' button is visible at the bottom right.

Plan	Amount	Status
Medical Plans	\$62.50	✓
HSA/FSA Employee Contribution		
FSA Dependent Care		
Dental		
Vision		
Prudential Group ADD	\$0.00	✓
Prudential Group Life	\$0.00	✓

## Dental

The next screen will ask if you want to enroll in Dental coverage. This year, there will be a \$4.00 premium per pay period for Employee Only coverage. You may decline coverage by checking 'Decline coverage' at the top of the page. Your dependents will be listed near the top. If you have a dependent in that field, your Dental Plan will automatically update to the correct coverage level. To enroll in Dental, click 'Select Plan' and then click 'Next':

The screenshot displays the 'Dental' enrollment interface. On the left sidebar, the total premium is \$83.33 per pay period. The sidebar lists various benefits: Medical Plans (\$62.50), HSA/FSA Employee Contribution, FSA Dependent Care (\$20.83), Dental (highlighted), Vision, Prudential Group ADD (\$0.00), and Prudential Group Life (\$0.00). The main content area is titled 'Dental' and has two tabs: 'Plans' (active) and 'Documents'. A 'Decline coverage' checkbox is located at the top. Below it, a 'Dependents' dropdown menu shows 'Son O. Test' as a selected dependent. The 'Delta Dental WA' plan is displayed with a 'Coverage Level' of 'Employee + 1' and a premium of '\$25.00 PER PAY PERIOD'. A 'View Full Description' link is available. At the bottom right, there are 'Plan Details' and 'Select Plan' buttons. A 'Save and Exit' button is at the bottom center, and a 'Next' button is at the bottom right.

## Vision

The next screen will ask if you want to enroll in Vision coverage. This year, there will be a \$0.50 premium per pay period for Employee Only coverage. You may decline coverage by checking 'Decline coverage' at the top of the page. Your dependents will be listed near the top. If you have a dependent in that field, your Vision Plan will automatically update to the correct coverage level. To enroll in Vision, click 'Select Plan' and then click 'Next':

**\$108.33**  
Total Per Pay Period

Welcome

Personal Information

Pre-Enrollment Questions

Dependents and Beneficiaries

Benefits Plans

Medical Plans	\$62.50 ✓
HSA/FSA Employee Contribution	
FSA Dependent Care	\$20.83 ✓
Dental	\$25.00 ✓
<b>Vision</b>	
Prudential Group ADD	\$0.00 ✓
Prudential Group Life	\$0.00 ✓

### Vision

Plans Documents

Decline coverage

Dependents  
Son O. Test x Add Dependent

#### Vision Plan

Save on eyewear and eye care when you see a VSP network provider.

**Insurance cards WILL NOT** be sent to you by the vision insurance carrier. An ID card is not necessary for services.

Please see the attached VSP Vision Coverage 25-26 in PLAN DOCUMENTS for further details on this plan [View Full Description](#)

Coverage Level  
Employee + 1

**\$1.00** PER PAY PERIOD Employee + 1

Plan Details **Select Plan**

Save and Exit

Next

## Prudential Group ADD | Prudential Group Life | Prudential Long Term Disability

### PLEASE NOTE:

In order to complete enrollment, you will need to have beneficiaries added to your Prudential Group ADD and Life plans. Start by clicking “Add Beneficiaries”:

**Prudential Group ADD** Auto Enrolled

The Archdiocese of Seattle provides Accidental Death and Dismemberment (AD&D) coverage at no cost to you, and enrollment is automatic.

Please see the attached **Prudential Life, AD&D and LTD 25-26** in **PLAN DOCUMENTS** for further details on this plan.

Total Life Policy Amount  
\$36,000.00

**Beneficiaries**  
Beneficiaries are required to select this plan. [+ Add Beneficiaries](#)

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**\$0.00** PER PAY PERIOD

[Plan Details](#) [Deselect Plan](#)

Then click ‘Primary Beneficiaries’

## Beneficiaries

Assign your beneficiaries by the tiers listed below. An individual beneficiary can not be assigned to multiple tiers.

**Primary Beneficiaries** >  
No Beneficiaries Selected

**Secondary Beneficiaries** >  
No Beneficiaries Selected

Your dependents and beneficiaries will automatically populate on this menu. Click the checkbox as seen below:

The screenshot shows a mobile application interface for managing beneficiaries. On the left, a grey sidebar displays the 'Total Life Policy Amount' as '\$36,000.00' and a 'Beneficiaries' section with a red warning: 'Beneficiaries are required to select this plan.' Below this, it shows '\$0.00 PER PAY PERIOD'. The main content area has a green header with a back arrow and the title 'Beneficiaries'. Underneath, it explains 'Primary Beneficiaries' and provides instructions. A list of beneficiaries includes 'Son O. Test' with an unchecked checkbox, which is highlighted by a red box. An 'Add Beneficiary' link is visible below the list.

The selected dependent/beneficiary will then be assigned as the Primary Beneficiary at 100%. (If you have two beneficiaries and select them, they will be split into 50% primary beneficiaries, if you have three and select them, they will be split into 33% primary beneficiaries and so on). Then click 'Save':

This screenshot shows the same 'Beneficiaries' screen after selection. The 'Son O. Test' checkbox is now checked. A percentage input field next to it shows '100.00' with a percentage symbol, and this field is highlighted with a red box. The 'Add Beneficiary' link remains. At the bottom of the screen, there are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted by a red box.

Then click 'Save' to enroll and 'Next' to continue your enrollment. Follow the same process above for Prudential Group Life.

### Prudential Group Life – Dependent (Adding Self as beneficiary)

This coverage is only for employees with dependents (spouse or children). If you do not have dependents, you can decline by checking 'Decline coverage'. Your dependents will automatically populate the field titled 'Dependents'. For this plan, you must make yourself the beneficiary.

First, click 'Add Beneficiaries'. Then click 'Primary Beneficiaries'. From there click 'Add Beneficiary' as you did in the steps above. Once the 'Add New Recipient' menu pops up, click the bubble next to 'Beneficiary'. Click on the 'Relationship' field and select 'Self' from the drop down menu:

The screenshot shows a modal window titled "Add New Recipient" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Add as: \*". Under this label, there are two radio button options: "Beneficiary" (which is selected and highlighted with a red box) and "Dependent and Beneficiary". Below these options is a dropdown menu labeled "Relationship \*". The dropdown menu is open, showing a search icon and a list of options: "Spouse", "Child", and "Self". The "Self" option is highlighted with a red circle. Below the dropdown menu, there is a field labeled "Suffix" with a horizontal line underneath it.

Your information will then automatically populate the rest of the fields. Click 'Add'. Then select yourself as the Primary beneficiary and click 'Save'. From there, you should see yourself as the beneficiary for this plan. Click 'Select Plan' to enroll and then click 'Next' to move on:

### Prudential Group Life - Dependent

The Archdiocese of Seattle provides Dependent Life coverage at no cost to you.

You must elect this plan to have the coverage for \$10,000 for your dependent (which could be a **spouse or child**).

This coverage does not require Evidence of Insurability and is available to all benefited employees who have a dependent.

[View Full Description](#)

Total Life Policy Amount  
\$10,000.00

Dependents  
Son O. Test x [Add Dependent](#)

**Beneficiaries**  
Primary  
SECOND TEST 100.00% [Edit](#)

\$0.00 PER PAY PERIOD

[Plan Details](#) [Select Plan](#)

[Save and Exit](#) [Next](#)

### Optional Benefits

The rest of the benefits are considered optional benefits and will be fully paid by you, if you elect to enroll. If you do not wish to enroll in these benefits, select 'Decline coverage' same as above. If you wish to enroll, follow the instructions above. Once you've made your election choice you will be taken to the last step.

## Review and Finalize

This screen will show you a summary of your benefit elections. After you have reviewed them, scroll to the bottom of the form where you will be asked to provide a signature by either drawing it or typing it. Once signed, click 'Finalize' to complete your enrollment:

Prudential Group ADD	\$0.00 ✓
Prudential Group Life	\$0.00 ✓
Prudential Group Life - Dependent	\$0.00 ✓
Prudential Long Term Disability - Lay	\$0.00 ✓
Accident Insurance	Declined
Critical Illness - Employee	Declined
Hospital Indemnity	Declined
Voluntary Life - Employee	Declined
Voluntary Life - Spouse	Declined
Voluntary Life - Child	Declined
Allstate Identity Protection	\$6.97 ✓

[Review and Finalize](#)

### Sign and Finalize

Congratulations!

You have completed your Open Enrollment elections. As a reminder these changes will be effective July 1, 2025

*Don't forget to take the time to review your 403(b) or Roth contributions too.*  
Login to Transamerica at: [Transamerica](#)

Draw Type Style ▾

*Test*

A signature is required to finalize enrollment

[Save and Exit](#) [Finalize](#)

Congratulations! These benefits will become effective on 7/1/2025



**You've completed your 2025 Enrollment!**

### **Congratulations!**

Your enrollment is complete. Below is a recap of your elections including who will be covered under each benefit plan and your named beneficiaries.

***Don't forget to take the time to review your 403(b) or Roth contributions too.***

***Login to Transamerica at:***

[Transamerica](#)

[Return to Review](#)

[Exit](#)