Enroll & Modify Existing Coverage: FEHB Open Season

Use this guide to complete the following tasks during the Federal Employees Health Benefits (FEHB) Open Season:

- Enroll/Modify FEHB Coverage
- Add a Dependent
- Modify a Dependent

Enroll/Modify FEHB Coverage

1. From the HR Links homepage, select the Open Season tile. The tile includes the date Open Season ends (ex: Open Season through Dec 13th).

2. Read the instructions on the Benefits Enrollment page.
   a. **Note:** If you see another event listed, such as New Hire or Family Status Change, contact your Benefits Specialist before continuing.
   b. **Note:** If you do not want to make changes to your benefits enrollment (i.e., you are not changing your enrollment code or making changes to your covered dependents), no further action is required on your part. You can exit the system.
3. After reading the instructions, select the **Open Season** enrollment box to begin enrolling for or modifying your current benefits.

4. The **Enrollment Summary** displays your existing coverage under the *Current Plan* heading. If you do not make changes to your benefits, your existing coverage will remain in place. Your existing coverage defaults as your new plan and will be listed under the *New Plan* heading.
   
   **a. Note:** Select **Cancel** if you are maintaining your existing coverage and do not want to modify your covered dependents.

5. Select the **FEHB** tile to search for a new plan, enroll dependents, waive coverage or switch premium conversion.
6. Use the OPM Plan Comparison tool to compare plans in the About FEHB section.
7. In the Edit Your Coverage section, you can choose to Search for Plan (default), View All Plans, or Waive/Cancel Coverage.
   a. If you choose Search for Plan:
      i. Type the enrollment code or keyword in the search field provided.
      ii. Enter at least two alphabetical characters when searching by keyword.
      iii. As you type the plan name or code, select the preferred option from the drop-down list that appears.
      iv. Select the radio button by the plan you wish to enroll.

   b. If you choose View All Plans:
      i. View a list of FEHB plans available to you. You can choose from nationwide plans or those in your state (home or work location).
      ii. Select the plus icon or the row to view the coverage options and enrollment codes available for a specific benefit plan.
iii. Click the option you wish to select.

c. If you choose Waive/Cancel Coverage:
i. Select the **Waive/Cancel Coverage** button to waive or cancel coverage entirely. Check out the *Waive/Cancel Coverage job aid* for details on completing that process.

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8. Scroll down to the **Enroll Your Dependents** section.
   a. Review the dependents listed under the Enroll Your Dependents section. Use the **Add/Review Dependents** button to add or modify a dependent to your coverage. Visit the *Add a Dependent* or *Modify a Dependent* section of this guide to learn more about these processes.

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9. Enroll your dependents by **toggling the button for each name** to the **Enroll** position. A **checkmark** will appear to indicate the dependent is enrolled.
10. Once you have completed enrollment, select the **Save and Continue** button.

**Enroll Your Dependents**

Below is the list of your dependents in HR Links. Use the **Add/Review Dependents** button to add new dependents or to edit information about an existing dependent.

- **Cameron Taylor**
  - Child
- **Jack Taylor**
  - Child

[SAVE AND CONTINUE][CANCEL]

11. Review your information on the **Submit Your Elections** page.
   a. To preview forms, choose the **Preview Standard Forms** button.
   b. If your marital status is incorrect, select the **Correct Marital Status** button to change it. HR Links will open a new browser tab, where you will be able to update your marital status. Your change to marital status will be immediately
updated on your SF-2809 form. Preview your SF-2809 form again to confirm the change in marital status before finalizing your benefits enrollment.

12. Select the **Submit** button to finalize your election.

13. A confirmation screen will appear. Select the **OK** button to return to the *Benefits Enrollment* page.
14. You will receive an email confirmation of your benefit elections shortly. **You have successfully enrolled in or modified your FEHB coverage for Open Season.**

Add a Dependent

1. From the **Enroll Your Dependents** section of the enrollment process, select the **Add/Review Dependents** button.
2. On the *Dependent Information* page, select the **Add a Dependent** button.

3. On the *Dependent Information* page, enter the following information:
   a. **First Name (required)**
   b. **Middle Name**
   c. **Last Name (required)**
   d. **Name Prefix**
e. Name Suffix
f. Date of Birth (required)
g. Gender (required)
h. Social Security Number
i. Relationship to Employee (required)
j. Disabled (use the button to indicate whether the dependent is disabled – the default is set to not disabled)
4. Use the toggle switches to indicate if the dependent shares the same address and phone number as the employee. If the dependent does not have the same address or phone number, enter the correct information in the space provided.

5. Select the **Save** button at the bottom of the screen.

6. The dependent will appear on the *Dependent Information* page. Select **Return to Event Selection** to continue enrolling in or modifying your benefits coverage.

7. Go to **Step 10** of the *Enroll/Modify FEHB Coverage* process to complete the process to enroll in or modify your benefits.
Modify a Dependent

1. From the Enroll Your Dependents section of the enrollment process, select the Add/Review Dependents button.

2. On the Dependent Information page, select the dependent’s name for which you would like to modify information.
3. Update applicable information on the *Dependent Information* screen, and select the *Save* button at the bottom of the page.

4. You will return to the *Dependent Information* page. Select *Return to Event Selection* to continue enrolling in or modifying your benefits coverage.
5. Go to Step 10 of the Enroll/Modify FEHB Coverage process to complete the process to enroll in or modify your benefits.