

Logging Into Open Enrollment (Internet)

- From outside of the office, type this link in your Internet browser.

<https://myhr.eon-us.com>

Note: With some browsers, you may get asked to display nonsecure items. Click on **Yes**.

- Enter your External ID and External Password (password you created) and click **Sign In**.

Welcome to the External Employee Log On page

Step 1: Create your External Password by clicking [HERE](#)
For detailed instructions, refer to the Job Aid [HERE](#)
or contact the Service Desk at 502/627-2262.

Step 2: Users who created an External Password, continue to log on by entering your:

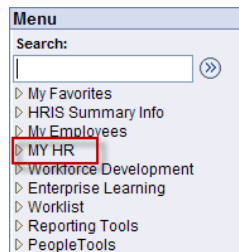
External ID:
Not your Employee ID number.

External Password:

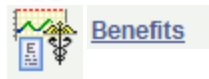
Tip: If you cannot log in, contact the Service Desk at 502-627-2262. If you have not created your External Password, refer to the job aid titled, **Creating Your External Password (Internet)**.

Accessing Open Enrollment

- Click on the **MY HR** link on the left menu.



- From the My HR screen, select the **Benefits** link.



- From Benefits, select the **Benefits Enrollment** link.



- A message regarding the Benefits Enrollment process will appear. Verify the Open Enrollment date and click on **Select**.

Open Benefit Events			
Event Description	Event Date	Event Status	
Open Enrollment	01/01/2010	Open	<input type="button" value="Select"/>

Once you click Select, it will take a few seconds for your benefits enrollment information to load.

Enroll Dependents

- Check the Medical and Dental check boxes to add coverage.
- Use the "Add a Dependent" button to add Dependents.
- Uncheck the Medical and Dental check boxes to remove coverage.
- Click the box to verify dependents prior to clicking Next.
- When you are finished, click the "Next" button at the bottom of the page.

Name	Relationship	Medical	Dental
	Spouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Check to indicate you have verified your Dependents

[Link to Dependent Eligibility and Requirements](#)

Tip: To verify dependent eligibility, click on [Link to Dependent Eligibility and Requirements](#).

Add a Dependent

This is the screen that will open when you click on the **Add a Dependent** button.

Click Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Jan 1, 2010

Personal Information

*First Name:

Middle Name:

*Last Name:

Name Prefix:

Name Suffix:

*Gender:

Date of Birth:

SSN: (Social Security Number)

*Relationship to Employee:

Add a Dependent (continued)

Status Information

*Marital Status: As of:

Student: As of:

Disabled: As of:

Smoker: As of:

Address and Telephone

Same Address as Employee

Country: United States

Address:

Same Phone as Employee

Phone:

* Required Field

Save

1. Enter the information for the new dependent.
2. Click **Save** to save your updates.

Plan Enrollment

Below are your current enrollments.

1. If you wish to change your elections, click the appropriate "Edit" button.
2. If you need to change your dependent information, click the "Previous" button to return to the previous page.
3. When you are finished, or if you have no changes, click the "Viewed/Updated Open Enrollment".
4. After clicking the "Viewed/Updated Open Enrollment" box, click "Next" to continue.

Viewed/Updated Open Enrollment

Next

Enrollment Summary

		Before Tax	After Tax
Medical			
Current:			
New:	PPO Standard: Family	122.00	
Dental			
Current:	Delta Dental - High: Family		
New:	Delta Dental - High: Family	13.50	
Health Care Reimbursement			
Current:			
New:	Flex Spending Health - U.S.	33.33	
Dependent Care Reimbursement			
Current:			
New:	No Coverage	0.00	

Plan Enrollment (continued)

This table summarizes estimated costs per pay for your new benefit choices.

	Before Tax	After Tax	Total
Your Costs	168.83	0.00	168.83

These deductions will go into effect with your first paycheck in 2010.

Previous

Important Note: Any company contribution (\$200 drop in, ChooseWell Incentive) will AUTOMATICALLY be included in your HCRA account in 2010. This will be in ADDITION to whatever amount you specified through online enrollment.

Edit Medical/Dental Plans

This is the screen that will open when you click on the **Edit** button next to Medical. The screen to change Dental options is similar to this one.

1. The check box shows your current choice.
2. Change your plan by clicking on the check box next to that plan.
3. To see the Summary Plan Description to help you decide which plan to choose, [Click Here](#).
4. When you are finished with your selection, click on the "Next" button at the bottom of the page.

	Plan Info	Web Site	Coverage Level	Your Cost Per Pay	Tax Class
<input type="checkbox"/>	Anthem Blue Preferred EPO/HMO	Carrier Info	Family	\$197.00	Before-Tax
<input checked="" type="checkbox"/>	PPO Standard	Carrier Info	Family	\$122.00	Before-Tax
<input type="checkbox"/>	PPO High Deductible	Carrier Info	Family	\$71.00	Before-Tax
<input type="checkbox"/>	PPO Low Deductible	Carrier Info	Family	\$155.00	Before-Tax
<input type="checkbox"/>	Waive				

Next

Edit Healthcare Spending/Dependent Care Spending Accounts

This is the screen that will open when you click on the **Edit** button next to Health Care Reimbursement. The screen to change Dependent Care Reimbursement options is similar to this one. You will need to enter dollar amounts each year.

Your Annual Pledge for the current year is \$1,400.00
 Next year's pledge is currently \$0.00

1. If you wish to enroll, enter your Annual Pledge for next year. You can use the worksheet to show the amount of your deduction each paycheck.
2. To see the Summary Plan Description to help you decide which plan to choose, [Click Here](#).
3. When you have finished, click "Next".

Edit Spending Accounts (continued)

Select an Option

- No, I do not want Health Care Reimbursement
 HCRA - Health Care Account

This plan requires you to specify an Annual Pledge amount.

Annual Pledge: [Worksheet](#) Click the Worksheet button to help calculate your Annual Pledge for this plan year.

Next

ChooseWell Incentive

This is the screen that will open when you click on the **Next** button after editing Plans.

1. Read the information below to make your decision
2. Check one of the boxes at the bottom of the page
3. If you agree to participate, you will see a new box open to check your overall lifestyle, click "Next" to finish
4. If you choose not to participate, click "Next" to finish

Your commitment to long-term wellness can mean money in your pocket!

A ChooseWell incentive of \$200 — which will be deposited directly into your health spending, health reimbursement or health savings account, as determined by the Company— is now available to full-time and regular part-time employees.

To earn the incentive, payable in July 2011, employees must:

- Attend a company health fair in 2010 and 2011.
OR
- Have an annual physical with a personal health care provider between Jan. 1 and April 30, 2010 and 2011.
(Employees using a personal health care provider, rather than attending a health fair, must agree to release the requested HRA biometric data to the health fair vendor, KC WELLNESS, to be eligible for the incentive.)
AND
- Complete an Anthem online health risk appraisal (HRA) by May 31, 2010 and 2011.

Please check one.

- I agree to voluntarily participate in the ChooseWell Incentive and understand that I will receive \$200 deposited into my health spending, health reimbursement or health savings account, as determined by the Company in July 2011 for successfully completing the required criteria.
- I DO NOT want to participate in the ChooseWell Incentive.

Choose To Own Your Health Incentive

This is the screen that will open only if you selected to participate in the ChooseWell Incentive. This incentive is optional.

1. Click on the radio button to select your current health behavior. If you choose to participate, strive to meet your personal goals, and report your progress on the 2010 Open Enrollment, you will earn an additional \$100 incentive.
2. If you choose not to participate, click on the radio button that is marked "Thanks, but I DO NOT want to participate".
3. Click on the **Next** button to continue.

Choose To Own Your Health Incentive (continued)

Choose To Own Your Health

[Wellness page @ incentive explanation](#)

As a ChooseWell participant, you have yet another opportunity to earn money for wellness.

Full-time and regular part-time employees who take ownership of their health and make healthy lifestyle choices can earn an additional \$100 through the new Choose to Own Your Health incentive.

To voluntarily participate, select the statement below that best describes your current health behavior.

- In general, my overall lifestyle as it relates to health behavior is excellent! I have a healthy lifestyle!
- In general, my overall lifestyle as it relates to health behavior is good, but I can do better.
- In general, my overall lifestyle as it relates to health behavior is fair, but I need to make some significant changes to improve my health.

Now that you've estimated your current health behavior, the next steps are to maintain or incorporate healthy lifestyle choices over the next year, and to strive to achieve personal goals. If you do this — and report on your progress during Open Enrollment 2010 — you will earn an additional \$100 to be deposited into your health spending, health reimbursement or health savings account, as determined by the Company account in July 2011.

- Thanks, but I DO NOT want to participate in the Choose To Own Your Health incentive. I understand I will continue to be eligible for the ChooseWell Incentive.

Please note: Only regular, full-time and part-time employees as of July 1, 2011 are eligible for the incentive offer. Spouses and other family members are not eligible.

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Review and Submit Open Enrollment

After selecting the ChooseWell options, a screen will appear for you to review your Benefits elections.

Tip: Before clicking on **Finished**, print a copy of this screen for your records.

1. Review all your Benefits elections.
 - If you want to make changes, click on the **Benefits Enrollment** link on the left.
 - If you are finished, click on the **Finished** button to continue.

Thank you for using My HR to do your Benefit elections.

Important: Your enrollment will not be complete until you click the "Finished" button.

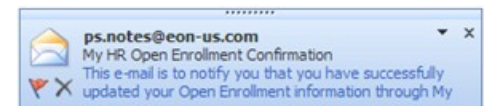
Finished

2. Click **OK** to continue.

Thank you for using My HR to do your Benefit elections.

A Confirmation Email has been sent to JOYCE.MILES@EON-US.COM

OK



3. Close the PeopleSoft application.