

## Welcome to Open Enrollment!

Within this Guide you will Find How to Make the Following Changes Online:

- Initial Benefit Enrollment
- How to Complete your Open Enrollment
- How to Change your Address or Update your Last Name
- How to Add or Remove a Dependent and Life Event Changes

If you need any help while navigating there is a Customer Service team that is here to help:

- **Regence Online Technical Support: (855) 216-8125**

## How to Complete your Enrollment

1. Please visit Regence Online Enrollment [Regence Enrollment Site](#)  
*A link to Online Enrollment is also available on the Salt Lake Community College HR Website*
2. Click “**Create an Account**”. If you are a returning user enter your user name and password. You will be asked a few questions and will create your User Name and Password.  
*Please note: This online enrollment account is separate from your regence.com account where you access your claims and find Providers. Please write down your user name and password for future reference.*

Log in to your account

Username\*





Password\*

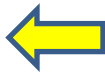
Log in



Can't access your account?  
[Create an account](#)

3. Please select the **Benefits** tab

-  Home
-  Profile
-  **Benefits**
-  Dependents



4. You will receive a message that your *Enrollment is Complete*.

5. Your benefits have been carried over from the previous year, so this means if you do not wish to make any changes no action is needed. If you have any changes you would like to make to your benefits or those who are covered on your plan please select Edit Coverage.

## Enrollment Complete!


You have completed enrollment for the current benefit year. To make changes to any of your benefits, select "Edit coverage".

Edit coverage

Show Plan Details 

6. Select **Open Enrollment** and click **Next**

You are making a change to benefit elections. Why are you making this change?

- Open Enrollment 
- Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)

You must have a qualifying life or family change to change coverage.

**Note:** All changes to your benefits must be approved by your HR Administrator before they become effective.

7. Select **Edit Coverage**

8. If you would like to add or drop a dependent from your plan please uncheck those you would like to remove from the plan. You will also see an option to add a dependent.

Covered persons:



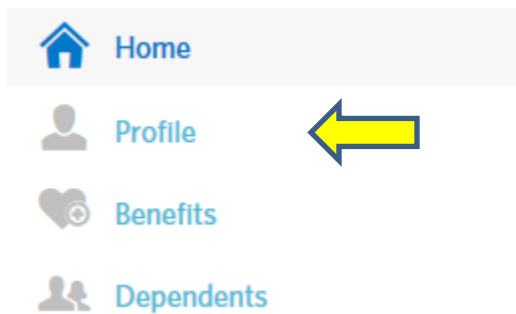
 Add Dependent

9. **Select** the plan from the choices provided and click Save

10. If you newly selected an HSA plan you will be asked a question if you would like to share your claims information. You will be asked questions regarding Medicare or any Additional insurance then please select **Save Changes**. You will be brought back to your home page where you can download your Employee Benefit Summary report which will reflect the changes you just made to your covered dependents and plan.

## How to Change your Address or Update your Last Name

1. Please select the **Profile** tab



2. Select **Personal Information**. Please update your personal information and enter the Effective Date for this change and click **Save**.

Profile

Review and complete the required (\*) information for your profile below.

> <b>Personal information</b>	✓ Section complete
> <b>Emergency contact(s)</b>	✓ Section complete

## How to Add or Remove a Dependent and Life Event Changes

1. When you sign into Online Enrollment you will find the message below. Please select **Edit your benefits**.

Have you experienced a life change that requires you to edit your benefits?

Whether you have recently had a baby or experienced another event that requires you to edit your benefits, we are here to help. Let us walk you through any changes in order to ensure that your coverage best fits your needs.

[Edit your benefits >](#)

2. Please select **Edit Coverage**
3. Please select **Life or family change** and click **Next**

You are making a change to benefit elections. Why are you making this change?

Open Enrollment



Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)

4. Please **select the reason** for changing or enrolling in coverage and click **Next**.

Adoption

Birth

Court order

Death of dependent

Dissolution of a Domestic Partnership

Divorce (Employee)

Domestic Partnership

Now eligible for other coverage

5. **To add a dependent:** select **Add Dependent** and click **Next** and then please complete the fields provided and click **Save**. You will find a \* next to the required fields.

**To remove a dependent:** uncheck the box beside their name and click **Next**.

[Add Dependent](#)

[Next](#)

[Previous](#)

6. You will have an opportunity to change your plan or stay on the same benefit plan then click **Next**.
7. You will be asked if the dependent has Medicare or any Additional Insurance and then Select **Save Changes**. You will be brought back to your home page where you can download your **Employee Summary** report which will reflect the changes you just made to your covered dependents and plan.

## Important Documents

 [Employee Summary Report](#)

 [Employee Detail Report](#)

