

Changing your Plan during Open Enrollment

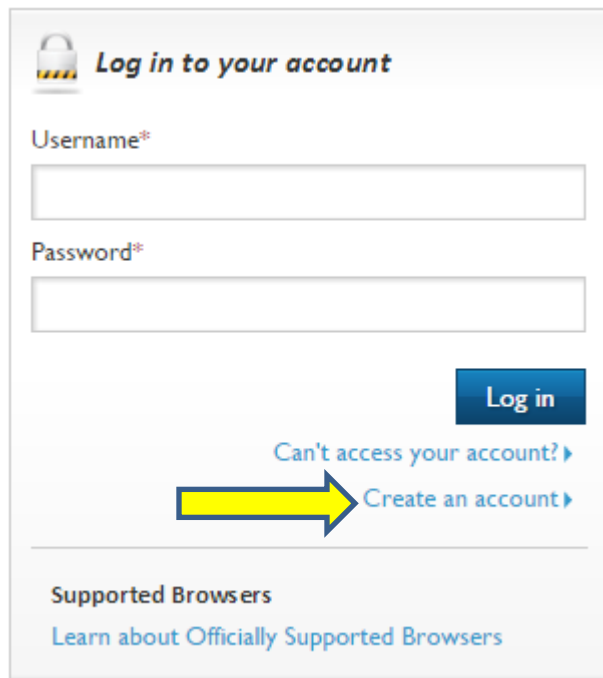
1. Please visit Regence Online Enrollment
<https://regenceutah.secure-enroll.com/go/regenceutah>

A link to Online Enrollment is also available on the Salt Lake Community College HR Website

2. Click “**Create an Account**”.

If you have already set up your account please enter 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 in-network Providers.



Log in to your account

Username*

Password*

Log in

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

[Create an account >](#)

Supported Browsers

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3. You will be asked to enter information to identify yourself. Once you are identified, you will be asked to create a User ID and Password.
4. After creating your User ID and Password, you can begin the enrollment process.

Steps to Change your plan at Open Enrollment


1. Please select the Benefits tab



2. Please click on View Details to validate and change your plan


Open Enrollment Complete!

You have completed enrollment for the next benefit year. To make changes to any of your benefits select "view details", then "view/edit information".

1	2015-2016 Regence Medical Offer ✔ Section Complete!	 View details >
2	2015-2016 Regence Dental Offer ✔ Section Complete!	View details >


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

3. Please click on **View/Edit** Information to change your plan



4. Please select **Edit Plan** to change your plan and network selection.
(To make changes to your dependents select Edit Coverage.)

Effective Date:
Coverage Level:
You Pay:




[Edit coverage](#) [Edit plan](#) [Plan details](#)

Medical

Please select a reason for changing your benefit coverage.

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.

[Next](#) [Previous](#) [Cancel](#)

5. Choose your plan and verify person(s) covered on your plan and click **Save**.


Persons Covered 4 covered ▾

	<input type="text"/>	View Details >
	<input type="text"/>	View Details >
	<input type="text"/>	View Details >
	<input type="text"/>	View Details >


Additional Information ▾

Effective Date


Date: 07/01/2015





6. Print or Save the Employee Detail Report for your records.


 **Congratulations, Blue! You have successfully completed your enrollment process.**

Your confirmation number is: 7831441808-bs2309. Please review and print your Benefit Detail Report for your records.



 [Print your enrollment details](#)


Profile
View and edit personal information


Benefits
View and edit benefit information


Video Glossary
Confused by benefit terminology?

Important Documents

-  [Employee Summary Report](#)
-  [Employee Detail Report](#)