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SLCC Open Enrollment Instructions

Vision Plan

We are pleased to introduce *My EMI Health*, a new online services system that will allow you to make changes to your enrollment and will provide more options for viewing benefits and eligibility. In order to complete the online enrollment and take advantage of these additional features, you will need to create a *My EMI Health* user ID.

Getting started with *My EMI Health* is easy and only takes a few minutes. Just go to [EMI Health](#). Go to the green LOGIN button, select *My EMI Health*, and follow these steps:

1. If you have already created an account, enter your username and password. (If you have created an account for EMI Health's mobile app, this will be the same username and password.)
2. If you have forgotten your password, use the "Forgot Password?" option.
3. If you have not yet created an account, click on "Register Now" under "Not Registered Yet?" and follow the easy instructions to create your account.
4. Once you are logged in, click on *My EMI Health*, and you will be taken to the *My EMI Health* online portal dashboard. ****The site will not open unless your pop-up blocker is disabled****

5. The Online Enrollment Portal is to make changes only (address updates, adding dependents, terming dependents, going from employee only to two-party or family coverage, etc.).

Start your online enrollment:

1. Under "Enrollment," select "Self Enrollment."
2. Click on "GO" under the "Open Enrollment" option.
3. Verify your personal information; if correct, click on "Save & Continue."
4. Verify dependent information; if correct, click on "Save & Continue."
5. Your current coverage will display. To make any plan changes, select the appropriate boxes:
 - Plan Name
 - Coverage Options
 - Individuals To Be Covered
6. Confirmation Page:
 - Review your information and EDIT as necessary.
 - ***Sign and Submit Request.***
 - **Print a copy to save for your records.**

If you have any questions along the way, please call the enrollment department at 801.262.7475 or toll free at 800.662.5851, or email us at enrollment@emihealth.com.