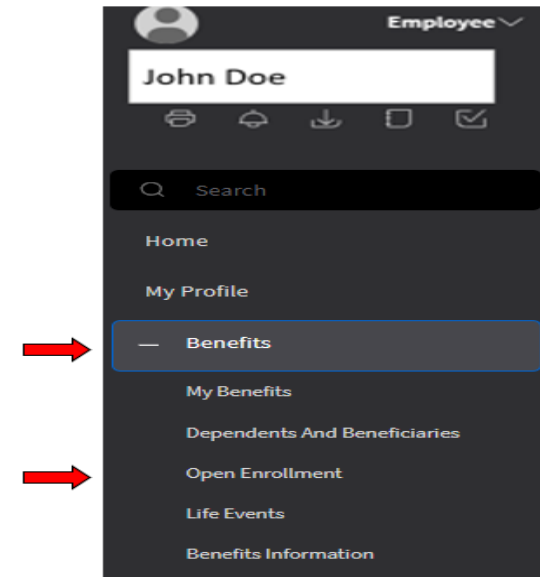


Open Enrollment Instructions

Login to Employee Space and access Open Enrollment event

Please Note: You must use Chrome when logging into Employee Space, as Internet Explorer is not compatible.

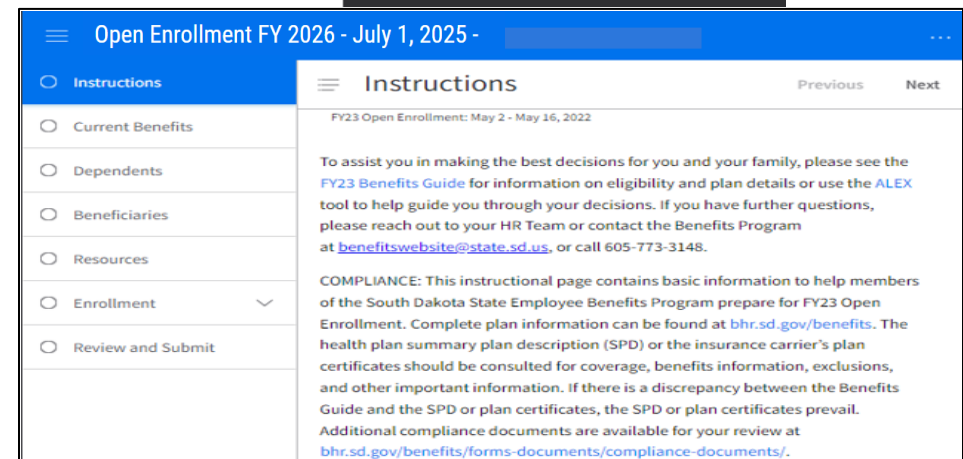
1. Go to Employee Space at <https://bfm.sd.gov/hr/es.aspx>.
2. Select Proceed to Employee Space
3. On the Infor sign in page, select MySD.
4. Follow onscreen instructions to login.
If you are having trouble logging in, go [here](#) for additional instructions.
5. Once successfully signed into Employee Space:
(In the menu bar on the left)
 - a. Select "Benefits"
 - b. Select "Open Enrollment".



Navigating the Open Enrollment event

Click through the tabs in the left-side menu bar. Throughout the enrollment, to move to the next section, click "Next" on the header navigation bar.

1. **Instructions** Tab: Review Open Enrollment Instructions.
2. **Current Benefits** Tab: Review Current Benefits elections.
3. **Dependents** Tab: Review list of currently covered Dependents.
 - a. Click "Add" to enter additional dependent(s).
4. **Beneficiaries** Tab: Review currently listed Beneficiaries. Listed Beneficiary(ies) will be available when designating beneficiaries.
5. **Resources** Tab: Click "View Worksheet" to open a printable worksheet of available plans and options in a new tab.
6. **Enrollment** Tab: Enrollment Groups are listed in sequence and those Enrollment Groups *requiring* an election choice (including waive) have red exclamation marks until a valid selection is made. Select the plan for each Enrollment Group and attach dependents or beneficiaries as needed.



Making Open Enrollment Elections

Tobacco Use: To change, click “Benefit Choices.”

1. Click “Select” on the appropriate Tobacco Use Coverage Option or select Tobacco Use opt out if not enrolling in a Health Plan.

Health Plan Options: To change plan option, click “Benefit Choices.”

1. Click “Select” on your Plan/Coverage Level choice or select Waive. (To see all options: scroll down, click the next page arrow at bottom or change the number of visible options).
2. When changing health plan options, you must re-enroll dependent(s) if choosing: Spouse, Child(ren) or Family coverage.
3. Click “Enroll Dependents” and listed dependents from the Dependents tab will appear.
4. “Select,” dependent(s) you wish to cover, and you will see a message that states, “dependent successfully enrolled.”
5. Click “Save and Return to Enrollment” and review your selection. Click “View Details” for additional information and/or click “Withdraw” to make changes.
6. If you are not changing health plan options but would like to view / verify previously enrolled dependent(s) or remove a dependent from coverage, please select “View Details”.

Health Savings Account (HSA) Options: To change, click “Benefit Choices.”

1. “Select” an HSA option:
 - a. HSA with Lincoln HDHP (match your Health Plan enrollment).
 - b. HSA with Washington HDHP (match your Health Plan enrollment).
 - c. “HSA Ineligible or Declined” OR
 - d. “Health Plan Opt Out” (match your Health Plan Opt Out enrollment).
2. If you select an HSA with your HDHP, a pop-up window will appear. Enter the Pre-tax amount/per pay period to be deducted from your earnings and placed into the HSA.
 - a. If you are eligible for the Employer Contribution (ER) but do not want pre-tax deductions from your employee earnings, enter \$0.00 per pay period. **Do not select ineligible/decline as this will not allow you to receive the ER contribution.*

Select

Medical Flexible Spending Account (FSA) and Dependent Care Flexible Spending Account (FSA):

1. Click "Benefit Choices" on your choice of elections.
2. If selecting a contribution, a pop-up window appears. Enter Pre-tax amount/per pay period to be deducted from your earnings and then click "Submit." IRS limits will show.

Dental, Vision, Accident and Hospital Indemnity: For each of these plans click "Benefit Choices" if you wish to make changes.

1. "Select" the appropriate plan option/coverage level or waive coverage, for each plan. *(To see all options, click the next page arrow at bottom).*
2. When changing any of these plan options, you must re-enroll dependent(s) if choosing: Spouse, Child(ren) or Family coverage.
 - a. Click "*Enroll Dependents*" and listed dependents from the Dependents tab will appear.
 - b. "Select," dependent(s) you wish to cover, and you will see a message that states, "dependent successfully enrolled."
 - c. Click "*Save and Return to Enrollment*" and review your selection. Click "*View Details*" for additional information and/or click "*Withdraw*" to make changes.
3. If you are not changing plan options but would like to view / verify previously enrolled dependent(s) or remove a dependent from coverage, please select "View Details".

CRITICAL ILLNESS: For each of these plans click "Benefit Choices" if you wish to make changes.

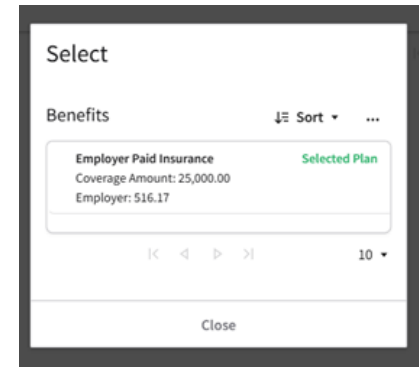
1. Click "*Select*" on your Plan/Coverage Level choice or select Waive. *(To see all options: scroll down, click the next page arrow at bottom or change the number of visible options).*
2. When changing health plan options, you must re-enroll dependent(s) if choosing: Spouse, Child(ren) or Family coverage.
3. Click "*Enroll Dependents*" and listed dependents from the Dependents tab will appear.
4. "Select," dependent(s) you wish to cover, and you will see a message that states, "dependent successfully enrolled."
5. Click "*Save and Return to Enrollment*" and review your selection. Click "*View Details*" for additional information and/or click "*Withdraw*" to make changes.
6. If you are not changing health plan options but would like to view /verify previously enrolled dependent(s) or remove a dependent from coverage, please select "View Details".

Disability: To change, click "Benefit Choices."

1. Employee can enroll in disability – or – select *wave* if not enrolling. The Per Pay Period rate shows. This benefit takes effect 6 months from hire date not the 1st of next month like other benefits.

Employer Paid Insurance: Employees must be enrolled in this plan and assign Primary and Contingent Beneficiaries to the plan. If you have previously assigned beneficiaries, you can view your selections by selecting “View Details.”

1. Select “Benefit Choices,” then select Employer Paid Insurance.”
2. The Beneficiary panel appears and for each beneficiary you wish to declare, do the following:
 - a. Double click the name of the beneficiary to be assigned.
 - b. In the Pop-Up window, Select Primary or Contingent.
 - c. Enter the % of benefit* the beneficiary should receive. *If total % is less than 100, a warning will appear.
 - d. Click “Submit” and then click “*Save and Return to Enrollment*” in the blue header navigation bar.



Supplemental Life: Select 1 to 7 times your annual salary or waive coverage. If Evidence of Insurability (EOI) is required a warning appears after election is made for Supplemental and Dependent Life.

1. To change, click “Benefit Choices.”
2. Select your plan option/coverage level choice or waive.
3. Click “Designate Beneficiaries”
4. Click “Save and Return to Enrollment” on the blue header bar.

Dependent Life: To change, click “Benefit Choices.”

1. Click “Select” for plan coverage or waive.
2. Click “Enroll Dependents” and select dependents.
3. Click “Save and Return to Enrollment” on blue header bar.

Review and Submit:

1. Errors need to be cleared before clicking submit.
2. Warnings or messages should be reviewed.
3. Click “Submit” to submit your enrollment.
4. Pop-up appears, add signature, and date. Click “Submit”
5. Notification and the “Confirmation” link appear on the screen along with a time and date stamp. You will receive an email that your enrollment has been submitted.
6. Review your confirmation statement carefully when received to verify that all your elections are correct. Take special notice that all eligible dependents that you wish to enroll are listed on each plan. Please keep the Benefits Confirmation Statement for your records.
7. Your enrollment is complete.