1. Opening prompt indicates an Open Enrollment Event needs to be completed. Click “CONTINUE” to begin.

2. Please verify all personal information. If corrections are needed, please work with your institution to update. Click “I'M DONE REVIEWING MY INFORMATION” to proceed.
3. Review, ADD NEW, and/or update dependent information. Click “I’M DONE WITH DEPENDENTS” to proceed to next page once you have verified/updated your dependent information.
4. Selecting your benefits screen is displayed.

**NOTE:** You will not be able to change your Mandatory Retirement plan (TSERS or ORP). Mandatory Retirement elections are an irrevocable* decision made at time of hire that follows you through your university career.

*There are a few unique situations that will allow a change in your Mandatory Retirement plan. Consult with your institution’s University Benefits Administrator for more details.*

To enroll or decline the UNC Supplemental Disability plan (Lincoln or The Standard), click “CHANGE” on the SUPPLEMENTAL DISABILITY tile.
5. Select desired Supplemental Disability coverage and click “I'M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

6. Review your election and if correct, click “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

** Note: EOI is required when newly electing this coverage during Open Enrollment (OE).
7.  The “Select Your Benefits” screen is displayed, and your elections are updated. To enroll, change, or decline the employee UNC Voluntary Life plan, click “CHANGE” on the EMPLOYEE VOLUNTARY LIFE tile.

8.  Select your desired Employee Voluntary Life Plan and click “I’M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.
9. After clicking “I’M DONE WITH MY ELECTIONS” you will proceed to review/updated beneficiary(ies) information for the Employee Voluntary Life election. Once beneficiary(ies) are allocated, click “I’M READY TO PROCEED” or “BACK TO PREVIOUS PAGE” to make changes.

10. Review your election and if correct, click “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

**Note: EOI may be required if enrolling for first time during OE (late entrant) or election exceeds Guaranteed Issue.**
11. The “Select Your Benefits” screen is displayed. To enroll, change, or decline the spouse/domestic partner UNC Voluntary Life plan, click “CHANGE” on the SPOUSE/DOMESTIC PARTNER LIFE tile.

12. Select your desired Spouse/Domestic Partner Life Plan coverage and click “I'M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.
13. You will need to confirm the person you’re enrolling is eligible for benefits, so answer the question and click “I’M READY TO PROCEED” or “BACK TO PREVIOUS PAGE” to make changes.

14. Review your election and if correct, click “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

**Note: EOI may be required if enrolling spouse for first time during OE (late entrant) or election exceeds Guaranteed Issue.**
15. The “Select Your Benefits” screen is displayed, and your elections are updated. To enroll, change, or decline the child UNC Voluntary Life plan, click “CHANGE” on the CHILD LIFE tile.

16. Select or decline Child Life Plan coverage and click “I’M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.
17. You will need to confirm the person you’re enrolling is eligible for benefits, so answer the question and click “I’M READY TO PROCEED” or “BACK TO PREVIOUS PAGE” to make changes.

18. Review your election and if correct, click “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

**Note: NO EOI is required for Child Life coverage.
19. The “Select Your Benefits” screen is displayed, and your elections are updated. To enroll, change, or decline the UNC Voluntary AD&D plan, click “CHANGE” on the VOLUNTARY AD&D tile.
20. Select your desired Voluntary AD&D Plan coverage and click “I’M DONE WITH MY ELECTIONS” or “BACK TO PREVIOUS PAGE” to make changes.

21. Review and/or updated beneficiary(ies) information for the Employee Voluntary Life election. Once beneficiary(ies) are allocated, click “I’M READY TO PROCEED” or “BACK TO PREVIOUS PAGE” to make changes.
22. Review your election and if correct, click “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

Note: Core AD&D is an auto enroll plan for all benefits eligible employees only. Should you not want this free additional AD&D coverage due to personal or religious reasons, please contact your institution's University Benefits Administrator.
23. The “Select Your Benefits” screen is displayed, and your elections are updated. To enroll, change, or decline the NCFLEX Dental plan, click “CHANGE” on the DENTAL tile.
24. Select your desired Dental Plan and add/remove the dependents to be covered. Once selection is completed, click “I’M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

25 Review your election and if correct, click “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.
26. The “Select Your Benefits” screen is displayed, and your elections are updated.
To enroll, change, or decline the NCFLEX Vision plan, click “CHANGE” on the VISION tile.
27. Select your desired NCFLEX Vision Plan and add/remove the dependents to be covered. Once desired selection is completed, click “I'M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

28. Review your election and if correct, click “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.
29. The “Select Your Benefits” screen is displayed, and your elections are updated. To enroll or waive the NCFLEX HCFSA plan, click “CHANGE” on the “HEALTH CARE FLEXIBLE SPENDING ACCOUNT” tile.
30. Manually key your desired NCFLEX HC-FSA annual contribution amount and then click on the “CALCULATE COST” button to obtain the projected monthly payroll deduction. Click “SELECT” in the Contribution or No Contribution (waive coverage) box to indicate your desired enrollment choice. Once complete, click on “I’M DONE WITH MY SELECTION” when finished or “BACK TO PREVIOUS PAGE” to make changes.

31. Review your election and if correct, click “SAVE MY ELECTION” or the “BACK TO PREVIOUS PAGE” to make changes.
32. The “Select Your Benefits” screen is displayed, and your elections are updated. To enroll or waive the NCFLEX DDCFSA plan, click “CHANGE” on the “DEPENDENT DAY CARE FLEXIBLE SPENDING ACCOUNT” tile.
33. Manually key your desired NCFLEX DDC-FSA annual contribution amount and then click on the “CALCULATE COST” button to obtain the projected monthly payroll deduction. Click “SELECT” in the Contribution or No Contribution (waive coverage) box to indicate your desired enrollment choice. Once complete, click on “I’M DONE WITH MY SELECTION” when finished or “BACK TO PREVIOUS PAGE” to make changes.

34. Review your election and if correct, click “I’M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.
35. The “Select Your Benefits” screen is displayed, and your elections are updated. To enroll, change, or decline the NCFLEX Cancer plan, click “CHANGE” on the CANCER tile.
36. Select your desired NCFLEX Cancer Plan and add/remove the dependents to be covered. Once desired selection is completed, click “I’M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

37. Review your election and if correct, click on “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.
38. The “Select Your Benefits” screen is displayed, and your elections are updated. To enroll, change, or decline the NCFLEX Critical Illness plan, click “CHANGE” on the “CRITICAL ILLNESS” tile.
39. Select your desired NCFLEX Critical Illness plan and add/remove the dependents to be covered. Once desired selection is completed, click “I’M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

40. Review your election and if correct, click “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.
41. The “Select Your Benefits” screen is displayed, and your elections are updated. To enroll, change, or decline the NCFLEX Accident plan, click “CHANGE” on the ACCIDENT tile.
42. Select your desired NCFLEX Accident plan and add/remove the dependents to be covered. Once desired selection is completed, click “I'M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

43. Review your election and if correct, click “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.
44. The “Select Your Benefits” screen is displayed, and your elections are updated. To enroll, change, or decline the NCFLEX Tricare Supplement plan, click “CHANGE” on the TRICARE SUPPLEMENT tile.
45. Select your desired NCFLEX Tricare Supplement plan and add/remove the dependents to be covered. Once desired selection is completed, click “I’M DONE WITH MY SELECTION” or “BACK TO PREVIOUS PAGE” to make changes.

46. Review your election and if correct, click “SAVE MY ELECTION” or “BACK TO PREVIOUS PAGE” to make changes.
47. The "Select Your Benefits" screen is displayed, and your elections are updated. Review all elections and if correct, click "I'M DONE SELECTING BENEFITS" towards the bottom of the right-hand side of the screen. If corrections are needed, revisit the individual benefits plan tile to make changes.
48. Review your “Beneficiary Allocation” and if everything is correct, click “I'M DONE WITH BENEFICIARIES”. Click on “CHANGE ALLOCATION” if updates are needed for any area.

49. Adding Beneficiary Allocation: EX: Core AD&D - Click “CHANGE ALLOCATION”, “ADD/EDIT BENEFICIARIES”, and once updated and allocation equals 100% click “SAVE CHANGES”.
50. EOI Verification screen will display indicating any EOI Verification(s) that you must completed; if any of your elections require this step. If clicking to download forms or going out to the Securian site to complete the EOI process **DO NOT** forget to come back to this enrollment flow and finish your elections. Elections are not complete until you move to the Confirmation page.

**REMINDER:** The coverage and/or amount requiring EOI approval will be pending until all information is submitted and approved.

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**EOI Verification**

Please pay close attention to whether your requested changes require you to complete Evidence of Insurability (EOI). If you are required to complete EOI, you will see a link to submit Evidence of Insurability by EOI.

If you are pending Employee Life or Spouse Life coverage with Standard or Lincoln Financial, this link will take you to the Securian LifeSelect website to complete EOI.

If you are pending Supplemental Disability coverage with Standard or Lincoln Financial, this link will take you to download a form with instructions to submit EOI.

Once you've completed your EOI application on the Securian LifeBenefits website or downloaded your EOI form from the Standard or Lincoln Financial website, please click Back to return to your enrollment flow. If you do not complete your EOI application through COMPASS, this website may experience technical issues, resulting in errors or disconnection to the plan.

If you are pending Supplemental Disability coverage with Standard or Lincoln Financial, disregard the EOI Amount and Approved Amount listed below.

To confirm your elections, click on the **I'M READY TO FINALIZE MY ELECTIONS** button on the right. Next, click on the **SUBMIT MY ELECTIONS** button on the next screen and then click the **ACCEPT** button on the pop-up.

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**Function Validation**

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Click here to submit EOI.

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**Reminder:** To prevent missing the important step of completing your enrollment, employees are encouraged to complete/access pending EOIs from the COMPASS “Home” page by clicking the Pending EOI notification.
51. Review all your benefit elections and if everything is correct, click “SUBMIT MY ELECTIONS” on the lower right-hand side of the screen.
51. Click “ACCEPT” to confirm your elections or “DENY” if you wish to make changes.
52. Your elections are confirmed. Make sure to print your benefits confirmation page by clicking on the “PRINT” icon.
53. Your Open Enrollment Event is now confirmed.