

**You must have your dependent's SS# and date of birth on-hand to process their enrollments**

**2019  
Open Enrollment  
Flowchart  
October 29<sup>th</sup> - November 9<sup>th</sup>**

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Log into PirateNet and select the **"Profile Tab"**

Select **"Open Enrollment"** in the Human Resources Channel

Select **"Start Open Enrollment"**

Select **"Health"**  
Enroll, Change/Terminate or Opt-Out

Select **"Flexible Spending"**  
Enroll for next plan year

Change/Termination

Select the existing health plan you wish to change/terminate

Click on **"Stop Benefit"**

Need to terminate another health plan?

Changing to or Enrolling in a new health plan?

Follow steps for New Enrollment if you wish to enroll in another health plan

New Enrollment

Select the health plan you wish to enroll

Under "My Choice" select the option for the coverage you elect. Then click **"Add Choice"**

Adding another health plan?

Click on **"Open Enrollment"**

Enrolling in a FSA Plan?

Opt-Out

Select the existing health plan you wish to decline

Under "My Choice" select your current health coverage and click on **"Stop Benefit"**

Select **"Opt Out"** option

Click on **"Add Choice"**

Select the FSA plan you wish to enroll in

Enter the annual goal contribution and click on **"Add Choice"**

Adding another FSA plan?

Click on **"Open Enrollment"**

Enrolling, Modifying or Opting Out of a health Plan?

Select **"Health"** and follow the steps to process your election

Click on **"COMPLETE"**  
Your Open Enrollment elections will not be processed if you miss this step

Covering Dependents?  
*For new dependents, you must sign an Affidavit and present supporting documents to the HR Dept.  
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Click on **"Dependents"** from the bottom menu

To update data, click on the name, enter update and click on **"Submit Changes"**

To add a new dependent, click on **"Add a New Person"**, enter data and click on **"Submit Changes"**

To enroll/change a dependent in a health plan, click on **"Coverage and Allocations Summary"**, scroll down, select **"Coverage Details"** next to the Benefit Plan. Under **"Choose Benefit"** select dependent, enter Begin Date (01/01/2019), omit End Date and click on **"Choose or Update"**

Click on **"Beneficiaries and Dependents"**; then click on **"Open Enrollment"**

Banner will send you an email to confirm your benefits election for 2019. Please verify that your new elections are shown in the confirmation email. Do not return to the open enrollment portal if the information is correct..