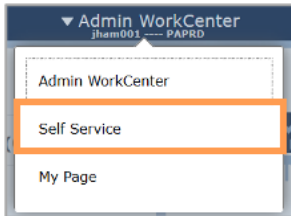


# Steps to complete your Open Enrollment

Open Enrollment will be held Oct. 15–31, 2020. It will be done through [ConnectCarolina Self Service](#). To get started, you will need your ONYEN and password. Contact ITS Service Desk at 919-962-4357 if you need help.

## To access Open Enrollment

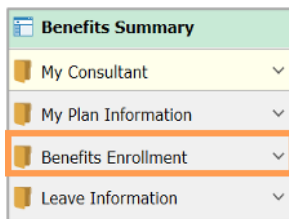
1. Log in to [ConnectCarolina](#).
2. Select [Self Service](#) from the drop-down menu at the top next to [Admin WorkCenter](#).



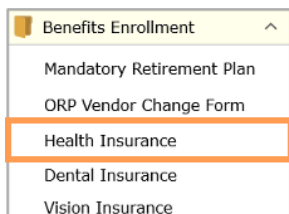
3. Click on the [My Benefits](#) tile.



4. Select [Benefits Enrollment](#) from the menu options.



5. Select [Health Insurance](#) from the list of options.



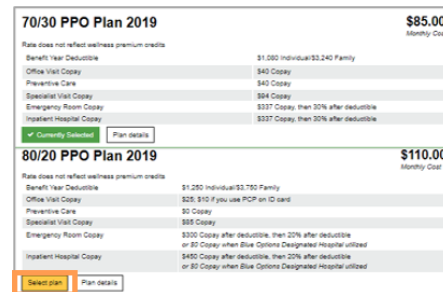
6. Click [Enroll Now!](#)



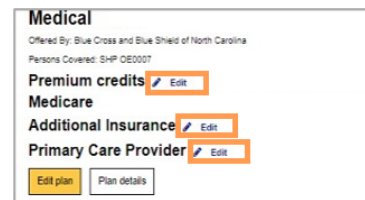
You can also call the Enrollment and Eligibility Support Center at 855-859-0966. More information about [Open Enrollment for 2021](#) is available at [hr.unc.edu/enroll](http://hr.unc.edu/enroll).

## To complete Enrollment

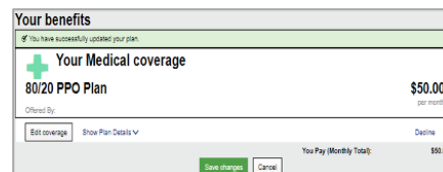
1. Click [Get Started](#).
2. Review the page titled [Your Profile](#). Disregard any incorrect information. Continue to next step.
3. Choose your medical plan by clicking [Edit Coverage](#). In the next screen, click [Open Enrollment](#) and then [Next](#). For all employees, 70/30 plan will display as [Currently Selected](#). To change your plan to the 80/20, click the [Select Plan](#) button for that plan and click [Next](#). To keep 70/30, click [Next](#).



4. Complete the Tobacco Attestation. Select your answer, then click [Next](#).
5. Your Medical Summary will display. To change or update any of the categories, click [Edit](#) beside that category.



6. Your benefits selection for your medical plan and its cost will display. If you need to make changes, click [Edit Coverage](#). If not, click [Save](#).



7. After reviewing and updating your NCFlex benefits, scroll to the bottom of the page and click [Complete Enrollment](#).

A congratulations box will pop up at the top of the page where you can click on the link to review, print or take a picture of your [Confirmation Statement](#) for your records.

