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Open Enrollment Instructions

SmartBen is our online enrollment tool. The site is accessible via the internet at
https://tuscaloosa.smartben.net/ *and can be accessed 24 hours a day, seven days a week during the Open Enrollment period. The following tips will help you prepare for and complete the online enrollment process.*

This year City of Tuscaloosa is not requiring all employees to enroll. However, you need to enroll to:
- Change your benefits elections (plan and/or coverage level)
- Participate in the Health Care and/or Dependent Care Spending Accounts (Note: Even if you are currently contributing to the Spending Accounts, you are required to re-enroll every year.)

If you do not enroll, your Medical, Dental and Life insurance elections will remain the same, but your participation in the Health Care and/or Dependent Care Spending Accounts will cease.

Before You Enroll

Review Your Options & Make Your Choices
Take time to review the information in the *Plans* section. It will help you understand your benefit choices. Discuss it with your family, too!

Click on the *Plans* link at the top of your home page and select a plan to review the plan details.

Steps to Complete Your Enrollment

STEP 1: Log on to https://tuscaloosa.smartben.net/ and enter your Username (COT+Payroll Code) and Password (eight-digit date of birth, MMDDYYYY format).
Example Username: COT12345 for Payroll Code 12345
Example Password: 06101964 for date of birth June 10, 1964

STEP 2: On the home page, you will see a Benefits Enrollment box. This box has a countdown of the number of days remaining in Open Enrollment. Underneath the countdown, there is a Begin Enrollment button. Click the button to begin enrollment.

STEP 3: On the next page, there is a box with *Available Enrollments*, telling you what enrollments are available. You will see a button for Annual Enrollment. Select the *Annual Enrollment* icon to begin your enrollment session.

STEP 4: You will enter the Enrollment process at the Benefit Manager page. To begin, click on the benefit name. To make an election, click on the option you want to elect. You will first need to select which individuals are being covered by making your selection in the Who Is Being Covered box on the right. Then select the plan you want to enroll in. The selection you made will turn green. Click the green *Continue* button at the top right of the page when you are finished.

People Manager: This is where your Personal, Spouse/Dependent, and Beneficiary information is stored. Adding people into the People Manager section **DOES NOT** assign them to coverage. You will assign your spouse, dependents, and beneficiaries in the enrollment process. To return to the enrollment and assign your newly-added dependent to coverage, simply click *Continue* at the bottom of the screen.

> ⮞ **TIP:** If you need to add more than one beneficiary, click on the *Add a Person* button to designate the additional beneficiaries.
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> ⮞ **TIP:** During enrollment, click on the *Beneficiary Type* drop down box to designate your beneficiary as primary or secondary.

STEP 5: Once all of your elections are complete each benefit will have a green light. To proceed to the next step, click the green button labeled *Continue*.

STEP 6: Verify Required Data If you have not entered all required information for yourself or your spouse/dependents/beneficiary, SmartBen will not process your enrollment. Review any items in the "Information" box on this task page, click on *click here* to make changes, and then click the green *Continue* button.

STEP 7: You will now have the opportunity to Review your Confirmation. Examine your elections thoroughly, including dependent and beneficiary assignments, and enter your initials at the top of the page to acknowledge your agreement. Click *Continue*.

STEP 8: Once you have reached the "Congratulations" page, you have successfully completed the enrollment process! Select the *Click Here* link for a copy of your Confirmation Statement.