

Enrollment Website & Instructions

Please note:

If you will not be making any changes to your medical, dental, vision, existing voluntary & HSA elections **AND**

If you do not wish to contribute to the flexible spending accounts (FSA) in 2017 **AND**

If you do not wish to purchase our new voluntary term life insurance, **THEN**

There is no need to access the online enrollment system. Your current medical, dental, vision and HSA benefits will continue unchanged.

To begin:

- Log into “The Nest”
- Click on the **Employee** tab
- Under the **Employee Resources** portlet, Click the green button:
- Research all SJU benefits available on the red bar at the top:



2017 Open Enrollment

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- Click on the blue **Enroll Now** to enter EasyEnroll and the green **Enroll Now** to start enrollment
- You will now be logged in using single sign on!

Using this system, you will have the opportunity to review your benefit plan information for the upcoming plan year, make initial elections if a new hire or make changes due to a qualifying life event. You will be guided through several screens where you will elect the benefits in which you wish to enroll or change. Your elections will not be recorded and saved until you confirm them.

A few notes:

1. You may access the system multiple times during open enrollment. Your last elections in the system when the open enrollment election timeframe ends will be the ones recorded and forwarded to our carriers. Each time you access the system it overwrites your previous entry.
2. You may also access the system multiple times as a new hire or due to a qualifying life event. Each time you access the system it overwrites your previous entry. Your changes in the system at midnight on any Monday are the ones recorded and forwarded to our carriers each Tuesday.
3. Be sure to double check your confirmation statement after having completed entering your elections to be sure all family members are covered as your needs necessitate.

Don't forget to print your confirmation statement for your records.