Please note:
If you will not be making any changes to your medical, dental & vision elections AND If you do not wish to contribute to the health savings account (HSA) or the flexible spending accounts (FSA) AND If you do not wish to enroll in our new voluntary benefit options, THEN There is no need to access the online enrollment system. Your current medical, dental and vision benefits will continue unchanged.

To begin:

1) Log into “The Nest”
2) Click on the Employee tab
3) Click the green button titled Open Enrollment in the Employee Resources portlet
4) You will now be redirected to EasyEnroll and automatically logged in

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. After you have reviewed your plan options, click “Enroll Now” to make your elections. 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. For step #3 above click the blue button titled Make Benefit Changes or Initial Enrollment. 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 have completed entering your elections to be sure all family members are covered as your needs necessitate.

Don’t forget to write down your confirmation number to keep for your records.