OPEN ENROLLMENT
NAVIGATION THROUGH ULTIPRO

PLEASE NOTE! You can access UltiPro using any computer with internet access. You cannot access open enrollment via the app (i.e. cell phone or tablet).

Login to UltiPro and select “Myself” then Select Open Enrollment

STEP 1: Click NEXT to navigate through the Open Enrollment pages. Once you begin open enrollment, you must enroll in all benefits to be able to submit your elections, even if you are not making any changes.
**STEP 2:** The first page will ask you to verify beneficiary and dependent information. If you have changes to make to existing contacts, click on their name (blue, underscored) and make appropriate edits. If you are adding a dependent to your medical insurance, you must update their date of birth/social security number and check the “Dependent” box. Click NEXT when finished.
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**STEP 3:** You must elect your medical coverage for yourself and your dependents, even if you are not making any changes.

- Select "I decline Medical plans" if you are waiving coverage. This is for employees who have a spouse or parent working at the District.
- Skip the decline box and select the appropriate health plan and level of coverage if you are making a change to your existing level of coverage. If you are adding a new dependent, please send proof of relationship to Janelle Girod in HR.
- Select Medical Buyout if you are not enrolling in the District’s medical coverage. To enroll in Medical Buyout, you must provide a verification memo of other credible coverage.

Click NEXT to continue.
STEP 4: You must elect to enroll or decline Dental & Vision for yourself and your dependents, even if you are not making any changes. If you are adding a new dependent, please send proof of relationship to Janelle Girod in HR.

STEP 5: Please elect if you want to participate in DIPPO for 2020. If you do not want to participate, click “I decline the DIPPO plan.” Click NEXT to continue.
STEP 6: If you are not making changes to your beneficiaries, click NEXT. If you are making changes, indicate the correct distribution. It is recommended that you have both a primary & a secondary beneficiary. The percentage for both primary and secondary must equal 100%. Click NEXT to continue.

NOTE! The IRS requires FSA participants to make annual elections. Your elections will NOT carry-over from year-to-year. **FSA Dependent Care is strictly for Child Care purposes.** FSA Dependent Care accounts cover qualified daycare expenses for children younger than 13 and adult dependents who are incapable of caring for themselves.

STEP 7: If you are not participating in the Flexible Spending Account for Dependent Care, click “I decline” and then click NEXT. If you are electing for 2020, click FSA Dependent Care and enter the amount. Click NEXT to continue.
NOTE! The IRS requires FSA participants to make annual elections. Your elections will NOT carry-over from year-to-year.

STEP 7: If you are not participating in the Flexible Spending Account for Health Care, click “I decline” and then click NEXT. If you are electing for 2020, click FSA Health Care and enter the amount. Click NEXT to continue.

CONGRATULATIONS! You are finished with Open Enrollment!

Confirm your elections and click Submit. Please print or save your benefit elections for 2020.