

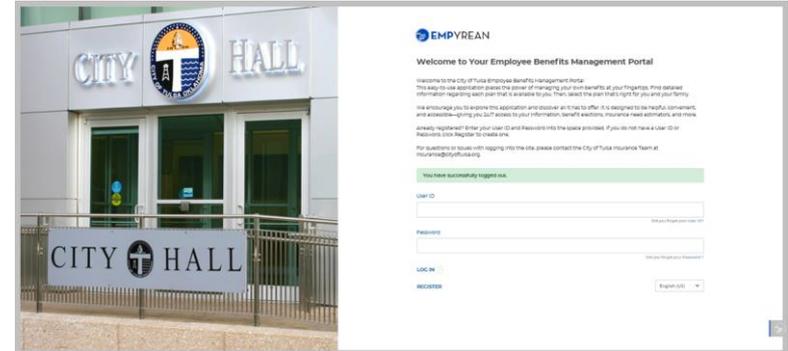
HOW TO ENROLL FOR BENEFITS

PREPARING FOR MID-YEAR OPEN ENROLLMENT

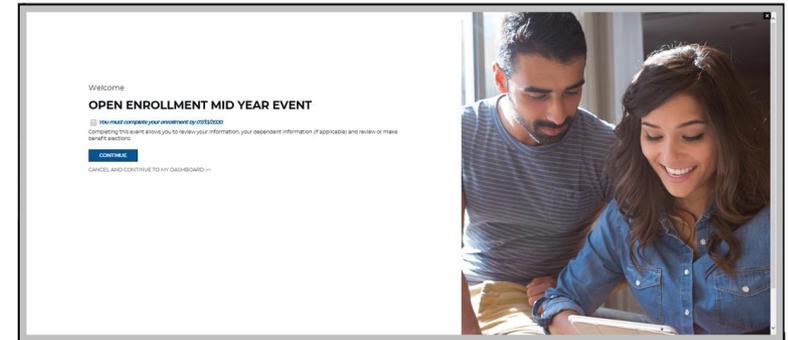
- Empyrean/Compass is the system to enroll and maintain your benefits.
- The Mid-Year Open Enrollment period is July 6 through July 13. Any benefits made during this period will be effective August 1, 2020.
- If adding a new dependent and/or beneficiary, make sure you have their dates of birth and social security numbers available when you enroll.
- Additional information and Frequently Asked Questions (FAQ) on the benefits being offered as well as the 2020 Benefits Guide can be found on the City of Tulsa Benefits web page at www.cityoftulsa.org/2020Benefits.

LOG IN TO YOUR USER ACCOUNT

- Go to <https://compass.empyreanbenefits.com/COT> to log in. Enter in your user ID and password.
- If you have misplaced your password, please contact insurance@cityoftulsa.org.



- Once you are logged in, you will be redirected to the Open Enrollment Mid Year Event.
- Click **CONTINUE**.



VERIFY YOUR PERSONAL INFORMATION

ME: OVERVIEW OF YOUR PERSONAL INFORMATION

- Review your information. If you require any changes to your address please make your changes in Employee Self Service (ESS).
- Click **I'M DONE REVIEWING MY INFORMATION** on the right menu bar to continue.

The next screen will be:

MY FAMILY

Review your dependent information. Click the Pencil to edit any information that you wish to change or add a new dependent by clicking **ADD NEW**.

- You may cover your children under benefits up to age 26 regardless of marital, student or tax status. Coverage terminates at the end of the month in which your child turns age 26.
- If you wish to cover dependents, you will need to add them to the desired plans(s) and certify they are your eligible dependents as you progress through each enrollment screen.
- If you have no edits, click **I'M DONE WITH DEPENDENTS** to proceed.

GET READY TO ENROLL FOR YOUR BENEFITS

SELECT YOUR BENEFITS

- To make a change to your election, select the benefit in the order that it is presented.
- Click **I'M DONE WITH MY SELECTION**. If you need to go back and make a change click on **BACK TO PREVIOUS PAGE**.
- Then **CHOOSE MY DEPENDENTS**. After electing dependents, click **I'M READY TO PROCEED**. After reviewing your selection, click **SAVE MY ELECTION** if your selection is correct.
- Repeat this process until you get to the end of the benefit enrollment screens.
- After going through all the benefits and you are satisfied with your elections, click **I'M DONE SELECTING BENEFITS**.

REVIEW BENEFICIARY ALLOCATION

MY BENEFICIARIES

Please review your beneficiary information for your Life Insurance.

- You can add new beneficiaries or click the Pencil to edit information to an existing beneficiary.
- If adding a new beneficiary, please include:
 - Beneficiary Name, DOB, SSN
 - Choose if primary or contingent
 - Choose percentage
- After reviewing click **I'M DONE WITH BENEFICIARIES.**

VERIFICATION, REVIEW OF ELECTIONS & CONFIRMATION

VERIFICATION

- At this time, we will review the requirements of your elections to ensure no additional action is needed on your part. If there are no issues, click **I'M READY TO FINALIZE MY ELECTIONS** on the right menu bar to confirm your elections.

REVIEW ELECTIONS

- Please take a moment to review all of your benefit selections to ensure they are correct. Click **BACK TO PREVIEW** to edit any benefit that you wish to change. Click on the Pencil to edit/change Dependent or Beneficiary Information. If you have no further edits, click the **SUBMIT MY ELECTIONS** button on the right menu bar then click **ACCEPT** to confirm your elections.

CONFIRMATION

- You should get a confirmation screen and number. Please print your confirmation page or write down your confirmation number.

If you have any questions, please contact insurance@cityoftulsa.org.