

Open Enrollment Portal Instructions
Changes must be submitted by **November 15, 2019**.

You do not need to submit information if you wish to maintain your current benefits and you do not want to participate in a flexible spending account in 2020. We encourage you to verify your information, verify and/or add Social Security Numbers for covered dependents and update beneficiaries.

- Log into the portal at portal.colgate.edu using your network username and password. Contact the Colgate Helpline at x7111 should you need assistance with your Colgate network account.
- Select the [2020 Online Open Enrollment](#) link on the Banner Self-Service channel. You will need to log in using your Colgate email and password.
- To begin select **START HERE 2020 Open Enrollment** located at the top of the page.

To navigate throughout the system select *Next* or *Previous*. When you have completed the process you will receive a confirmation number.

- Start Enrollment**
Verify your email and phone, update as appropriate. Confirm your Consent to Electronic Compliance delivery, by selecting *Next*, unless you prefer a paper copies be mailed to you. These forms can be reviewed by visiting the *Reference Center*.
- Dependent Information**
Review the dependent information. Select the *Edit* button to verify all Social Security Numbers. To add a dependent you will need to select *Add a New Dependent* and will later select add under the appropriate benefit.
- Medical and Prescription Drug**
Only if you need to change your level of coverage, select yes or no (your selection will be in green) under *Choose who you would like covered*.
- Dental**
Only if you need to change your level of coverage, select yes or no (your selection will be in green) under *Choose who you would like covered*.
- Voluntary Vision**
Select the coverage level if you would like to purchase additional insurance or select *Waive* coverage if you want to cancel current coverage.
- Employer Paid Term Life and Accidental Death and Dismemberment** coverage.
No selections required for this University paid coverage.
- Voluntary Employee Term Life**
Select the coverage level if you would like to purchase additional insurance or select *Waive* coverage if you want to cancel current coverage.
- Voluntary Dependent Life**
Select the coverage level should you wish to purchase additional insurance or select *Waive* coverage if you want to cancel your current participation.
- Employer Paid Short Term Disability** coverage.
No selections required for this University paid coverage.
- Employer Paid Long Term Disability** coverage.
No selections required for this University paid coverage.
- Health Care Flexible Spending Account for Calendar Year 2020**
Enter 2020 Annual Election Amount or select *Waive Coverage* if you do not want to participate.
- Dependent Care Flexible Spending Account for Calendar Year 2020**
Enter 2020 Annual Election Amount or select *Waive Coverage* if you do not want to participate.
- Employer Paid Travel Accident** coverage.
No selections required for this University paid coverage.
- Sick Leave Benefit** coverage.
No selections required for this University paid coverage.
- Voluntary AFLAC Cancer Care**
If interested, please contact Relph Benefit Advisors (see contact information below) to complete the application process.
- Beneficiary Information**
Review and make changes if necessary to current beneficiary information and designate a beneficiary to your Sick Leave Benefit.
- Review Enrollment**
Review your enrollment elections, make edits as necessary.
Approve to submit your benefit elections, effective January 1, 2020
- Confirmation**
Select *I Agree* to finalize elections or *I Disagree* to go back and make changes.
- Transaction Complete**
Print your confirmation page by selecting the *printer icon* in the confirmation box. Your enrollment is not complete without a confirmation number.

View your **2020 Open Enrollment Benefit Summary** on the Benefit Summary on the home page. Updates may be made as often as necessary during the Open Enrollment Period. However, you will need to contact Relph Benefit Advisors (RBA) if you wish to make changes after you have confirmed your elections. All changes must be submitted and confirmed by November 15, 2019. For questions or assistance with your Open Enrollment elections contact RBA at 1-800-836-0026, x510 or the Human Resources Department at 315-228-7565.