

**CHARLESTON SOUTHERN UNIVERSITY  
OPEN ENROLLMENT PROCEDURES**

CSU's Open Enrollment for the 2008-2009 benefit year will be held April 14, 2008 through May 9, 2008. Open Enrollment is the only time the law allows you to make changes to any of your benefit elections. **If you desire no changes, you must still make a "positive election" to that effect during Open Enrollment.**

We strongly encourage you to take advantage of the on-line benefits application, [www.bluesenroll.com](http://www.bluesenroll.com), during this Open Enrollment. From this web site you may make any changes to your medical and dental elections. For those who do not have a computer, there is a KIOSK available in the payroll office, which will allow you to check and change your medical or dental elections.

All other enrollment forms are located in the Human Resources Department.

**TO MAKE CHANGES TO MEDICAL OR DENTAL PLAN BENEFITS:**

1. Log on to [www.bluesenroll.com](http://www.bluesenroll.com)
2. Enter User ID & Password (If you do not know your password, contact Rachel Phillips at Ext. 8070)
3. Under "Future Benefits" choose "Update Now"
4. Select "Medical and Dental Unbundled". Follow the instructions on the screen:
  - To make a change to your selection select "EDIT" for the benefit type you wish to change (either Dental or Medical)
  - Follow the steps as prompted on the screen, if you have any questions contact the HR/Payroll Office at ext. 8070 or 8047.

**(IMPORTANT NOTE: You must check the appropriate box on the attached Open Enrollment Election Form and return to the Human Resources Office in addition to making the changes on bluesenroll)**

**TO MAKE CHANGES TO ANY OTHER BENEFITS:**

1. Complete Open Enrollment Election Form (attached).
2. Complete individual benefit enrollment forms (contact the Human Resources Department for enrollment forms)

**TO KEEP ALL BENEFITS THE SAME**

1. Complete the first line of the attached Open Enrollment Election form, sign it, and return it to the Human Resources Office as soon as possible.
2. **IMPORTANT NOTE:** Even if you are currently enrolled in the Flex Spending Plan and wish only to continue contributing the same amount, the law requires that you still **MUST** complete a Flex Spending enrollment form (see below). Flex Spending Enrollment forms may be obtained from the Human Resources Department.