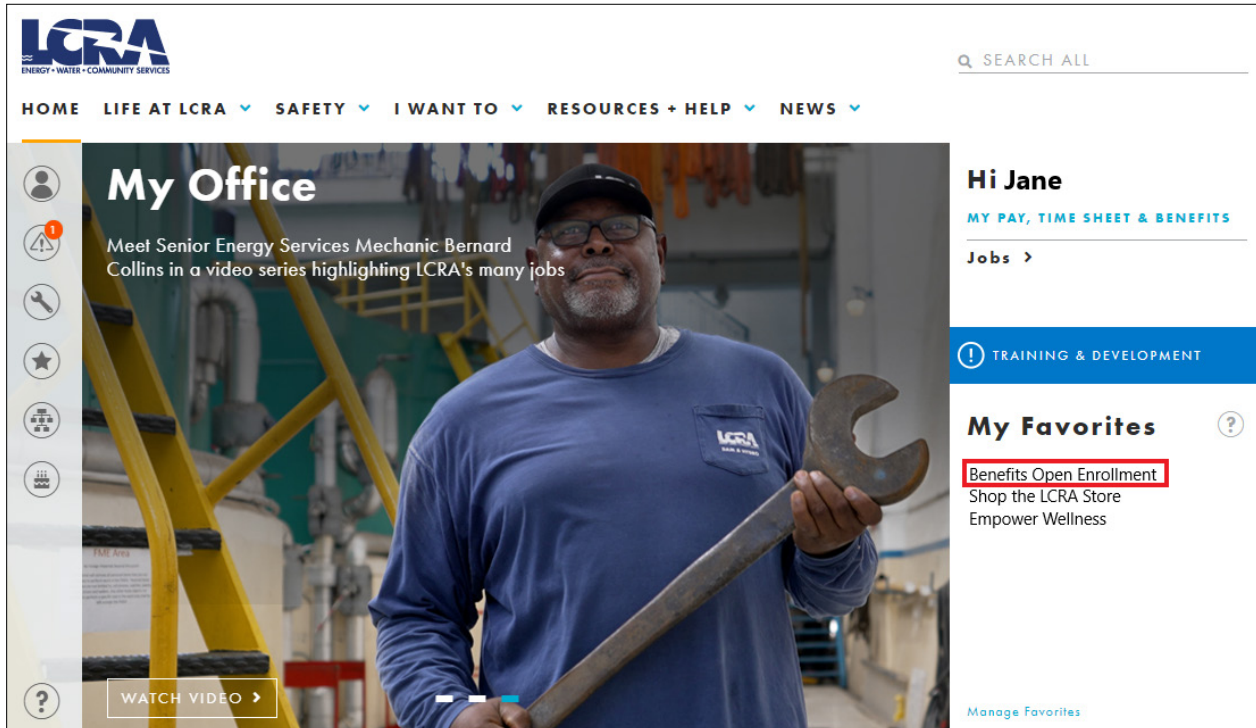
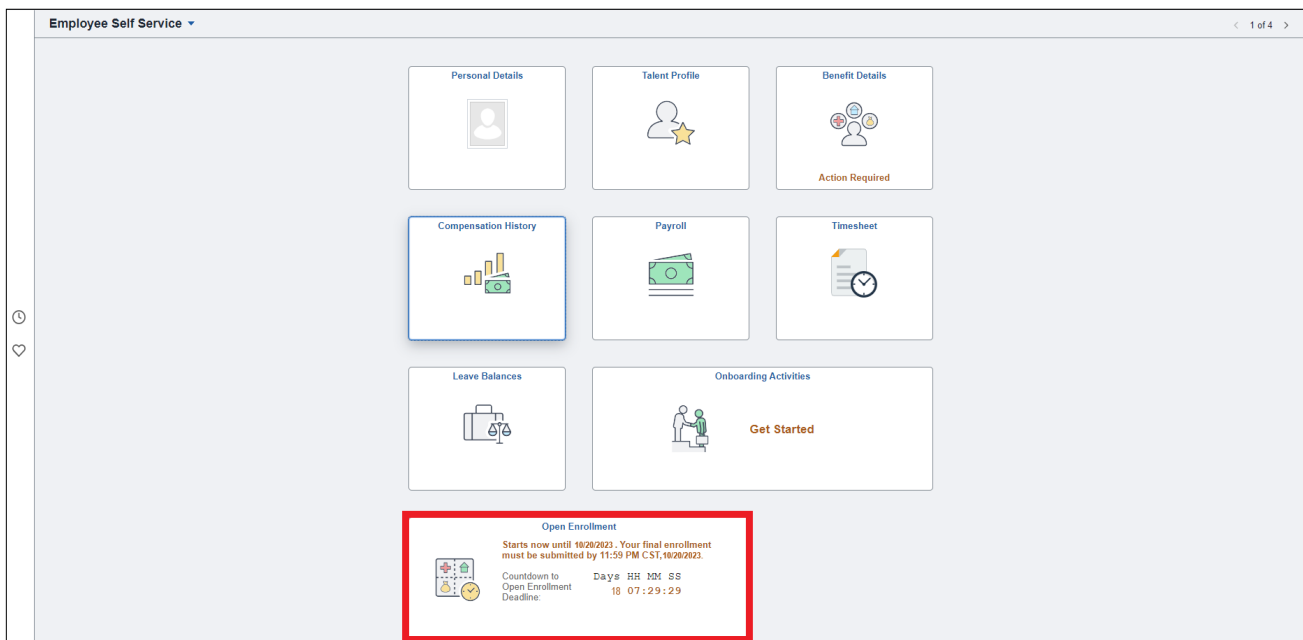


# OPEN ENROLLMENT ELECTIONS PORTAL

1. To enter the open enrollment elections portal, click the *Benefits Open Enrollment* link under your *My Favorites* list on the Inside LCRA homepage.
  - a. To access Inside LCRA remotely, log in through VPN.

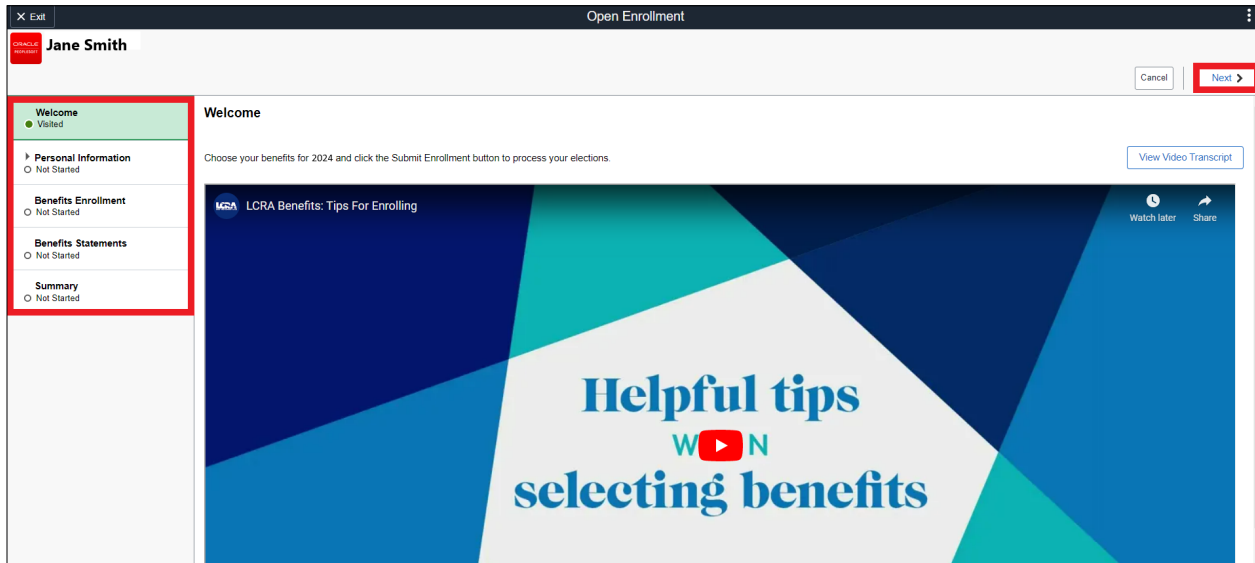


2. In Employee Self-Service, click on the Open Enrollment tile.



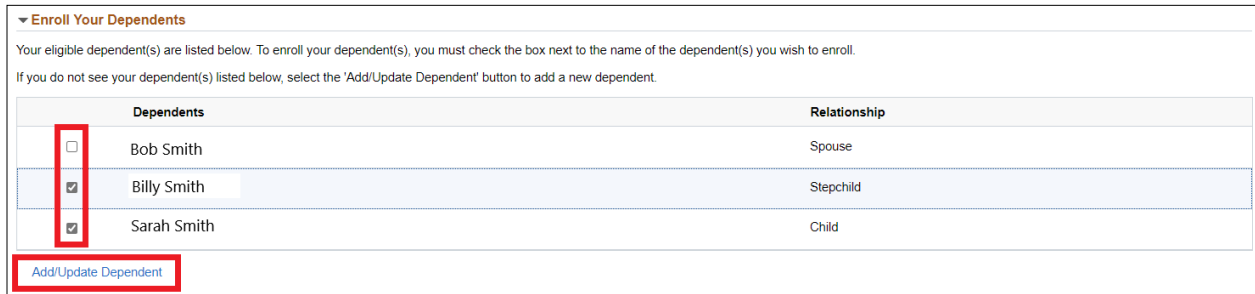
### 3. Navigate through each enrollment step listed on the left hand side of the window.

- a. Tip: When moving through the enrollment steps, use the navigation buttons within PeopleSoft (*Previous, Next, Cancel, Done*) rather than using your internet browser's back and forward buttons.



### 4. You must elect or waive each benefit option on the Benefits Enrollment step.

- a. Click the icons below *Benefit Plans* to switch between a tile or list view.
- b. If you are enrolling your dependent(s) on a plan, you must check the box next to their name. If you do not see their name, click the Add/Update Dependent button.



- c. Once you have elected or waived each benefit, its status will change from *Pending Review* to *Election Updated*. You must **click the *Submit Enrollment* button** to submit your benefit elections to Human Resources.

**Open Enrollment**

Jane Smith

Welcome  
● Visited

Personal Information  
● Visited

**Benefits Enrollment**  
○ Complete

Benefits Statements  
● Visited

Summary  
● Visited

**Benefits Enrollment**

The Benefit Plans section below displays which benefit options are open for edits until October 20, 2023. \* Indicates required field

1. Click on each benefit to update your elections (even if waiving).
2. Ensure your elections are correct by clicking the Review Enrollment button within the Enrollment Summary section. If your updates do not appear or you need to make a change, return to the Benefits Enrollment step to re-elect your benefits.
3. To submit your elections, click the Submit Enrollment button.
4. Print or save a copy of your benefits statement for your records.
5. If you have questions, please contact a Benefits team member at [lcra.benefits@lcra.org](mailto:lcra.benefits@lcra.org).

Remember:

- If you enroll a new dependent, you are required to provide dependent verification documents (i.e. marriage certificate, birth certificate) if not already on-file. You may submit your documentation to LCRA's Benefits team via LCRA's secure email mailbox, [lcra.benefits@lcra.org](mailto:lcra.benefits@lcra.org), or via fax to 512-498-1685.
- You are automatically enrolled in company-paid Life and AD&D benefits.

Enrollment Summary

Your Pay Period Cost **\$235.42** Full Cost **\$235.42**

Status **Pending Review**

Enrollment Review Statement

Submit Enrollment

Benefit Plans

Plan Type	Current	New	Dependents or Beneficiaries	Pay Period Cost	Status	Actions
Tobacco Affidavit	I am not a tobacco user	I am not a tobacco user		\$0.00	<b>Election Updated</b>	Review
Medical	2023 Choice Plus Non-Tobacco	2024 Choice Plus Non-Tobacco	2 Dependents	\$182.01	<b>Election Updated</b>	Review

## 5. From the Benefits Statement step, print or download a summary of your elections for your records.

**Benefits Statement**

Statement Type Submitted Enrollment Description Open Enrollment 2024

Enrollment Effective Date 01/01/2024 Statement Issue Date 10/2/2023 3:15PM

**Print View**

This statement records your benefit selections, per pay period costs and dependent information at the time the enrollment is submitted. If the elections or dependents are not reflected, go back to the Benefits Enrollment to update, and submit your elections. Your final submission is due within the deadline you were provided. For further questions, contact a benefits team member at [lcra.benefits@lcra.org](mailto:lcra.benefits@lcra.org).

To download your confirmation statement, click the 'Print View' button. If your confirmation statement is correct, click on 'Next' to complete your elections.

Statement Sections

Expand All

- Personal Information
- Cost Summary
- Election Summary
- Dependents and Beneficiaries
- Dependent Enrollments
- Beneficiary Designations