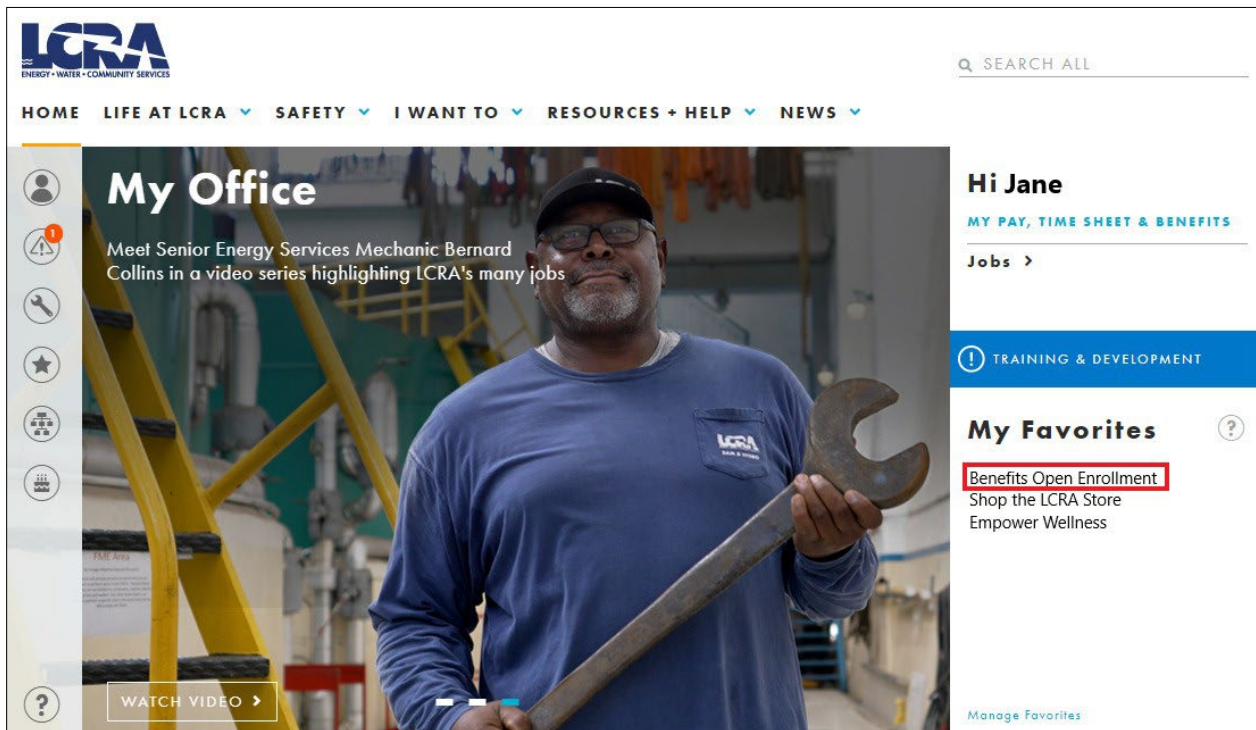
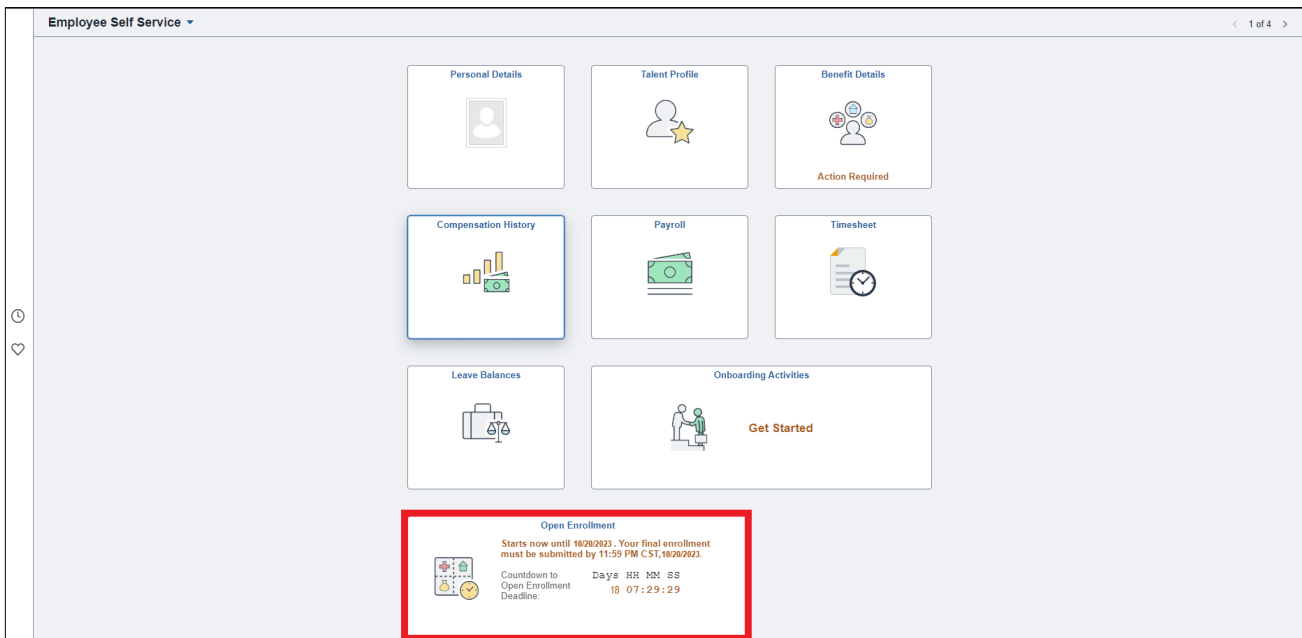


# OPEN ENROLLMENT ELECTIONS PORTAL

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.

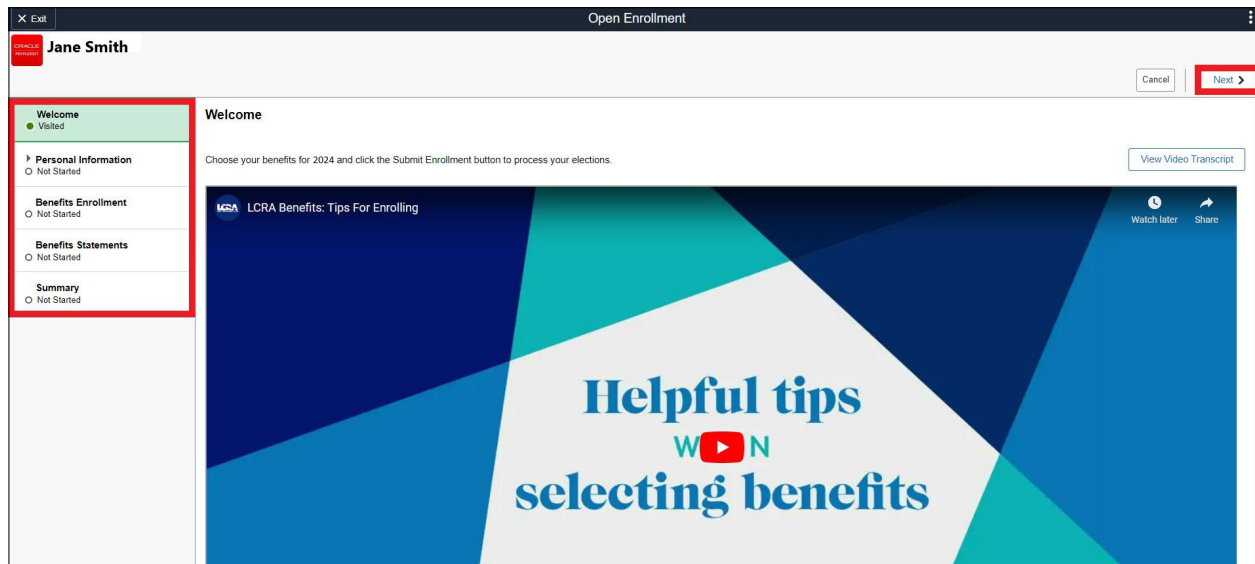


2. In Employee Self-Service, click on the Open Enrollment tile.



### 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.
- If you are adding a new dependent, you must also email your dependent verification documents to [lcra.benefits@lcra.org](mailto:lcra.benefits@lcra.org).

▼ Enroll Your Dependents

Your eligible dependent(s) are listed below. To enroll your dependent(s), you must check the box next to the name of the dependent(s) you wish to enroll.  
If you do not see your dependent(s) listed below, select the 'Add/Update Dependent' button to add a new dependent.

Dependents	Relationship
<input type="checkbox"/> Bob Smith	Spouse
<input checked="" type="checkbox"/> Billy Smith	Stepchild
<input checked="" type="checkbox"/> Sarah Smith	Child

[Add/Update Dependent](#)

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

**Benefits Enrollment** \* Indicates required field

The Benefit Plans section below shows the benefit options you may update during this open enrollment period.

- Click on each benefit option to review and update your elections (even if you plan to waive coverage).
- If you're adding a dependent, make sure to check the box next to their name under the Enroll Your Dependents section of each benefit.
- Review your elections by clicking the Preview Statement button in the Enrollment Summary section. If your updates are missing or incorrect, return to the Benefits Enrollment step to make corrections.
- Once your elections are accurate, click the Submit button to finalize.
- Print or save a copy of your benefits statement for your records.
- For questions, contact the Benefits Team at [lcra.benefits@lcra.org](mailto:lcra.benefits@lcra.org).

**Important Reminders:**

- If you are enrolling a new dependent, you must provide dependent verification documents (i.e. marriage certificate, birth certificate) if not already on file. Documents can be submitted via LCRA's secure inbox, [lcra.benefits@lcra.org](mailto:lcra.benefits@lcra.org), or by fax to 512-498-1685.
- You are automatically enrolled in the company-paid Life and AD&D benefits.

▼ **Enrollment Summary**

Your Pay Period Cost **\$56.73** Full Cost **\$56.73**

Status **Pending Review**

**Benefit Plans**

Plan Type	Current	New	Dependents or Beneficiaries	Pay Period Cost	Status	Actions
Tobacco Affidavit	I am not a tobacco user	No Coverage		\$0.00	Pending Review	<input type="button" value="Review"/>
Medical	2025 Choice Plus Non-Tobacco	No Coverage	0 Dependents	\$0.00	Pending Review	<input type="button" value="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

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**

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