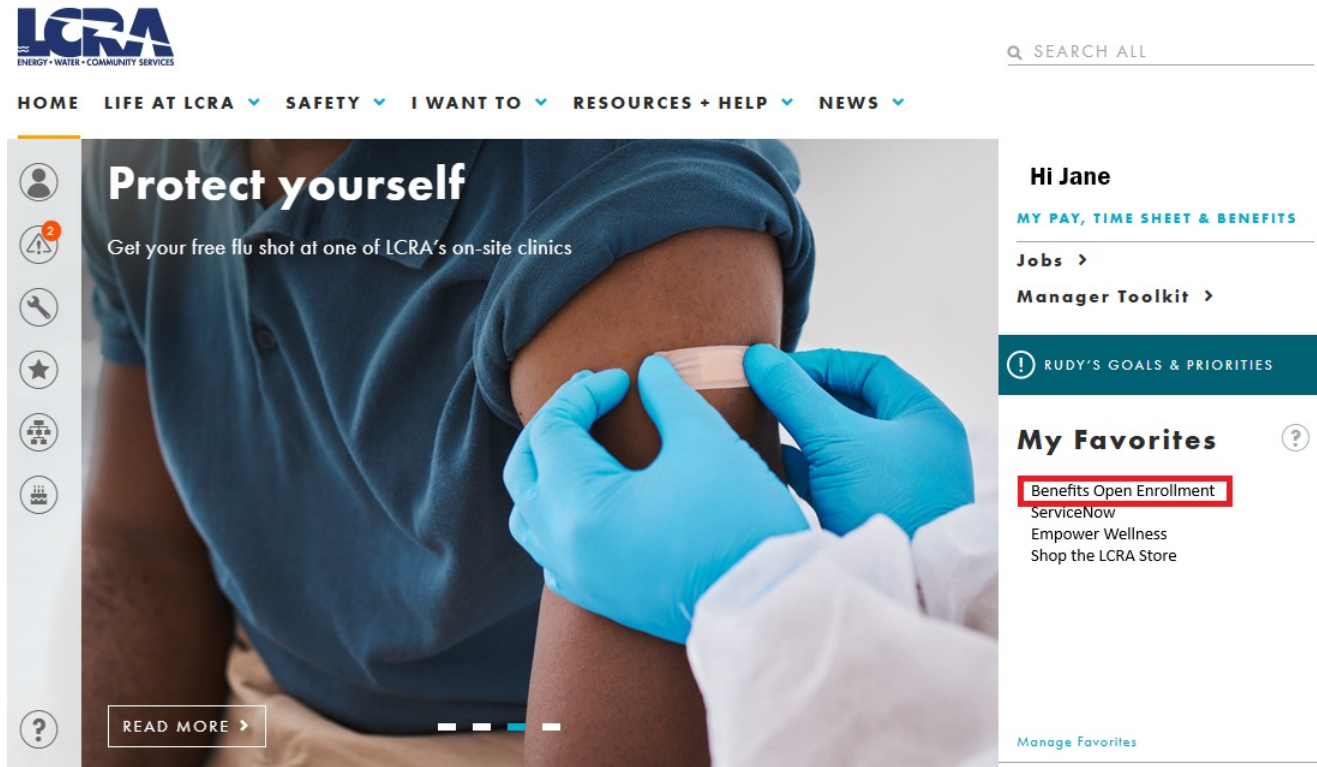
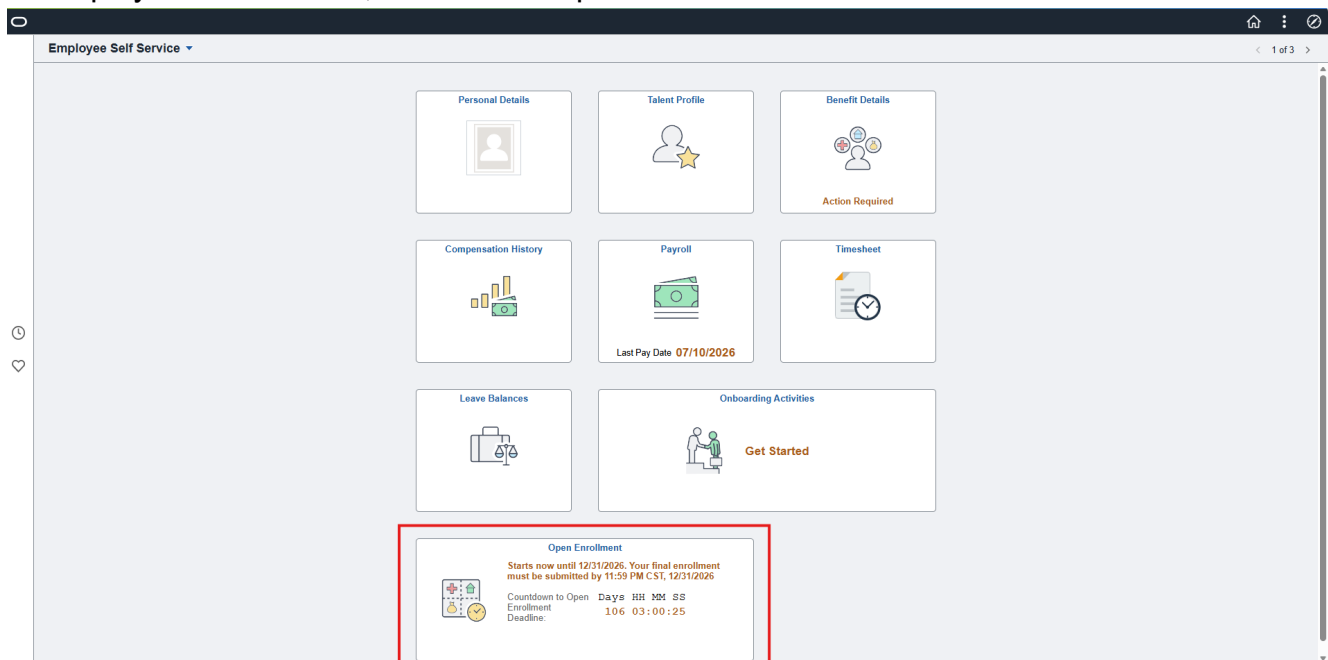


OPEN ENROLLMENT PORTAL USER GUIDE

1. Connect to LCRA's network and visit the [Inside LCRA homepage](#).
2. Click on 'Benefits Open Enrollment' under My Favorites.

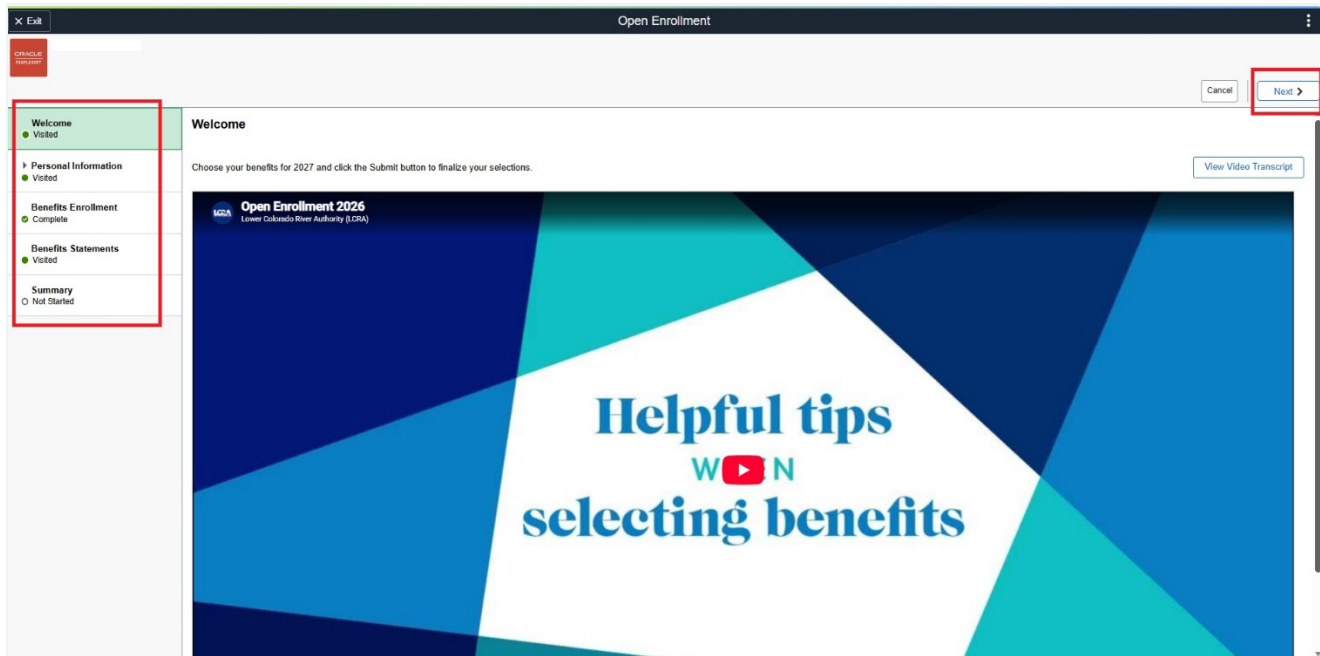


3. In Employee Self Service, click on the Open Enrollment tile:



4. Start with the 'Welcome' tab and follow each enrollment step listed on the left-hand side.

Helpful Tip: When moving the portal, use the navigation buttons (Previous, Next, Cancel, Done) rather than using your internet browser's back and forward buttons.



5. Once you get to the Benefits Enrollment tab, you must elect or waive each benefits option. **Start with the Tobacco Affidavit tile and follow the list in order.**

Helpful Tip: Review the Benefits Enrollment – Quick Steps.

Benefits Enrollment [Preview Statement](#) [Submit](#) * Indicates required field

Below are the benefit options you can update during this Open Enrollment period.

Benefit Enrollment - Quick Steps

1. Start with the Tobacco Affidavit and complete each benefit in order. Make a selection for every option (even if you choose to waive coverage).
2. Need to cover a dependent? Check the box next to their name under Enroll Your Dependents for each applicable benefit.
3. Click Preview Statement to review your elections.
4. If everything looks correct, click Submit to complete your enrollment.
5. Save or print your Benefits Statement for your records.

Important Reminders:
Enrolling a new dependent? Dependent verification documents (such as a marriage or birth certificate) are required if not already on file. Submit documentation to the LCRA Benefits Team by email at lcra.benefits@lcra.org or secure fax to (512) 498-1685.

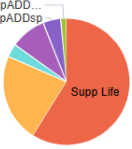
Company Paid Benefits: You're automatically enrolled in the company paid Life and AD&D benefits.

Questions? Contact the LCRA Benefits Team at lcra.benefits@lcra.org.

Enrollment Summary

Your Pay Period Cost **\$61.16** Full Cost **\$61.16**

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	Review
Medical	2026 Choice Plus	No Coverage	0 Dependents	\$0.00	Pending Review	Review
Health Savings Account	Waive	No Coverage		\$0.00	Pending Review	Review

6. Once you have elected or waived a benefit, the status will change from Pending Review to Election Updated.

Helpful Tip: This may not be applicable for Supplemental Life and/or Supplement AD&D plans.

Benefits Enrollment

Preview StatementSubmit

Below are the benefit options you can update during this Open Enrollment period. * Indicates required field

Benefit Enrollment - Quick Steps

1. Start with the Tobacco Affidavit and complete each benefit in order. Make a selection for every option (even if you choose to waive coverage).
2. Need to cover a dependent? Check the box next to their name under Enroll Your Dependents for each applicable benefit.
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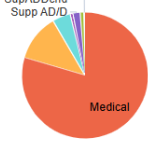
Company Paid Benefits: You're automatically enrolled in the company paid Life and AD&D benefits.

Questions? Contact the LCRA Benefits Team at lcra.benefits@lcra.org.

▼ **Enrollment Summary**

Your Pay Period Cost **\$298.69**
Status **Pending Review**

Full Cost **\$298.69**



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	✓ Election Updated	Review
Medical	2026 Choice Plus	2027 Choice Plus	2 Dependents	\$277.53	✓ Election Updated	Review
Health Savings Account	Waive	Waive		\$0.00	✓ Election Updated	Review

7. If you are enrolling a dependent(s) on a plan, you must check the box next to their name. If you do not see their name, click on the Add/Update Dependent button.

Important Reminder: If you are adding a new dependent, you must email your dependent verification documents to the LCRA Benefits Team at lcra.benefits@lcra.org.

▼ **Enroll Your Dependents**

Your eligible dependent(s) are listed below. To enroll a dependent(s), you must check the box next to their name.

If you do not see your dependent listed below, select the 'Add/Update Dependent' button to add a new dependent.

Please Note: Any child who will be age 26 or older as of the benefit effective date will not appear as an option to enroll in coverage. However, your adult child(ren) may still be designated as a beneficiary for Life and AD&D coverages.

Dependents	Relationship
☐ Jane Doe	Spouse
☒ Mark Smith	Stepchild
☒ John Doe, Jr.	Child

Add/Update Dependent

8. Once you have completed making your selections, you must click on the **Submit** button.

Important Reminder: If you do not click on Submit or complete Open Enrollment by the deadline, any elections made will be lost and your coverage(s) will end as of Dec. 31.

Benefits Enrollment [Preview Statement](#) [Submit](#) * Indicates required field

Below are the benefit options you can update during this Open Enrollment period.

Benefit Enrollment - Quick Steps

1. Start with the Tobacco Affidavit and complete each benefit in order. Make a selection for every option (even if you choose to waive coverage).
2. Need to cover a dependent? Check the box next to their name under Enroll Your Dependents for each applicable benefit.
3. Click Preview Statement to review your elections.
4. If everything looks correct, click Submit to complete your enrollment.
5. Save or print your Benefits Statement for your records.

Important Reminders:
Enrolling a new dependent? Dependent verification documents (such as a marriage or birth certificate) are required if not already on file. Submit documentation to the LCRA Benefits Team by email at lcra.benefits@lcra.org or secure fax to (512) 498-1685.

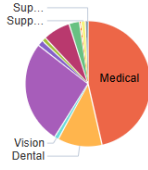
Company Paid Benefits: You're automatically enrolled in the company paid Life and AD&D benefits.

Questions? Contact the LCRA Benefits Team at lcra.benefits@lcra.org.

▼ **Enrollment Summary**

Your Pay Period Cost **\$511.80** Full Cost **\$511.80**

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	I am not a tobacco user		\$0.00	✔ Election Updated	Review
Medical	2026 Choice Plus	2027 Choice Plus	2 Dependents	\$237.53	✔ Election Updated	Review
Health Savings Account	Waive	Waive		\$0.00	✔ Election Updated	Review

9. Once Submitted, review the Benefits Alerts Message. If all was successful, click on View to download and print your Benefits Statement.

Important Reminder: If you receive an error message, please read it carefully and make the needed corrections. Once the correction is made, you need to click on Submit again to capture your changes. Any errors on Submit will not finalize your elections.

Benefits Enrollment [Preview Statement](#) [Submit](#) * Indicates required field

Below are the benefit options you can update during this Open Enrollment period.

Benefit Enrollment - Quick Steps

1. Start with the Tobacco Affidavit and complete each benefit in order. Make a selection for every option (even if you choose to waive coverage).
2. Need to cover a dependent? Check the box next to their name under Enroll Your Dependents for each applicable benefit.
3. Click Preview Statement to review your elections.
4. If everything looks correct, click Submit to complete your enrollment.
5. Save or print your Benefits Statement for your records.

Important Reminders:
Enrolling a new dependent? Dependent verification documents (such as a marriage or birth certificate) are required if not already on file. Submit documentation to the LCRA Benefits Team by email at lcra.benefits@lcra.org or secure fax to (512) 498-1685.

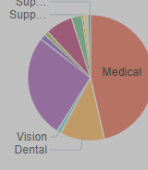
Company Paid Benefits: You're automatically enrolled in the company paid Life and AD&D benefits.

Questions? Contact the LCRA Benefits Team at lcra.benefits@lcra.org.

▼ **Enrollment Summary**

Your Pay Period Cost **\$511.80** Full Cost **\$511.80**

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	I am not a tobacco user		\$0.00	✔ Election Updated	Review
Medical	2026 Choice Plus	2027 Choice Plus	2 Dependents	\$237.53	✔ Election Updated	Review
Health Savings Account	Waive	Waive		\$0.00	✔ Election Updated	Review

Benefits Alerts [View](#)

Instructions

Your benefit choices have been successfully submitted to the Benefits Department.

Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary

10. Review and save a copy of your Benefits Statement.

Important Reminder: *If you need to make a change, revisit the Open Enrollment tile in Employee Self Service. You have until the Open Enrollment period ends to re-submit any changes.*

Benefits Statement

Statement TypeSubmitted Enrollment

DescriptionOpen Enrollment 2027

Enrollment Effective Date01/01/2027

Statement Issue Date09/17/2026 9:13PM

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.

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