

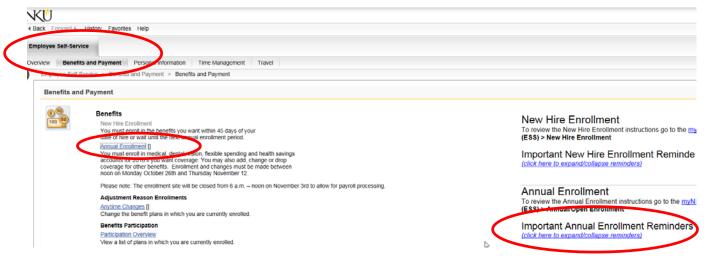
## **ESS – Annual Enrollment: Terms and Conditions**

Location(s): myNKU → Employee Self Service (ESS) → Benefits and Payment → Annual Enrollment

**Purpose:** Annual Enrollment takes place in the fall and provides the opportunity to make changes to your health care and insurance benefits for the upcoming calendar year. The Annual Enrollment period is the only opportunity to make changes unless you experience a qualifying life event. Annual Enrollment provides a great opportunity to review what's new for the upcoming year or re-enroll in a Flexible Spending Account.

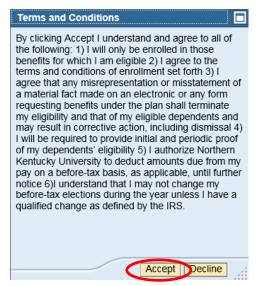
You can enroll either on or off campus. **Virtual Private Network** (VPN) is <u>not</u> necessary to access ESS. SAP often uses pop-up windows to display messages. You will need to make sure that your internet browser is set up to allow pop-up windows. The Service Center is available to answer questions related to off campus use or pop-ups at x6911.

- 1. Log into myNKU.
- 2. Select the Employee Self-Service tab.
- 3. Select the Benefits and Payment sub-tab.
  - Please expand the Important Annual Enrollment Reminders for tips.
- 4. Select Annual Enrollment under Benefits.

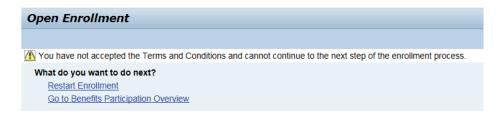




5. Read the Terms and Conditions, click Accept.



• If Decline is accidentaly clicked, the following will display:



- Click Restart Enrollment and you will be directed back to the Terms and Conditions window. Click Accept.
- 6. The following roadmap will display. Each step in the 8-step Open Enrollment process will have a corresponding reference card.

