

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

1. Go to the City of Norfolk's web site : [www.norfolk.gov](http://www.norfolk.gov)
2. Click "Government"

**NORFOLK**  
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Internal City Structure | Tools for Growth | Provided by the City | Resident Engagement | Leisure & Visitors | Information Center

CALENDAR | MAPS | NORFOLK TV | CARE CENTER | PAYMENTS

57°F

**NEWS**    **EVENTS**    **CITY SPOTLIGHT**

**Current Council Agenda**  
Agendas  
Blogs  
City Directories  
Departments  
Frequently Asked Questions  
Jobs  
Report a Problem  
Request Tracker  
Notify Me  
My Dashboard  
PPEA School Program

**Celebrate Dogtoberfest with Pups and Pints**  
There's nothing like a little hair of the dog to finish out your weekend, according to Friends of the Norfolk Animal Care Center. [Read on...](#)

**Norfolk Residents Invited to Address Issue of Flooding**  
The City of Norfolk is hosting a citizen flood awareness meeting on Wednesday, October 22, 2014 at the Ray and Joan KROC Center at 1401 Ballentine Blvd. from 6:30-7:30pm. [Read on...](#)

**Meetings Planned for Naval Station Norfolk Transit Extension Study**  
Four public meetings will be held this month to update the public on the Naval Station Norfolk Transit Extension Study. [Read on...](#)

**Mayor Paul Fraim Statement Following Stone Announcement**  
The following is a statement from Mayor Paul D. Fraim following Stone Brewery's selection of Richmond as its east coast distribution site.

**I-264 East Downtown Tunnel Open This Weekend**  
ERT has suspended weekend closures for next two weekends. [Read on...](#)

[VIEW ALL NEWS](#)

**CURRENT TOPICS**

**Patriots Crossing**  
Mayor Paul Fraim called it "Maybe the most important transportation project in a generation" as he briefed City Council on the prospect of being able to pay for Patriots Crossing as the first phase of a \$8.7 billion regional transportation project to alleviate traffic in Norfolk and at the Hampton Roads Bridge Tunnel.

What is the Patriots Crossing? It will link the port and navy base to Monitor Merrimac Tunnel. [Details](#)

Where we are and how we got there. Entire presentation: [Video](#) | [PDE](#)

[Flooding Awareness ... Learn More](#)

[Weekly Road & Lane Closure Report](#)

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

## 3. Click "Retirement"

The screenshot shows the Norfolk Virginia website with a navigation menu on the left and a main content area on the right. The navigation menu includes various city services, and the 'Retirement' link is highlighted with a red arrow. The main content area displays the 'Government' section with links to various city services and their descriptions.

**NORFOLK**  
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GOVERNMENT | BUSINESS | SERVICES | COMMUNITY | ENJOY NORFOLK | HOW DO I  
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Home > Government

**Government**

**Budget**  
Access information on the current budget for the City of Norfolk.

**Circuit Court Docket**  
View the daily docket for the Norfolk Circuit Court.

**City Code of Ordinances**  
Access the Norfolk City Code of Ordinances.

**City Clerk**  
City Clerk's office provides efficient and effective administrative support to the City Council, services to citizens and city staff and to be a courteous, efficient, and accessible link between citizens, the city administration and the city council.

**City Council**  
Browse through meeting information, meet council members, view past agendas and minutes, and more from the City Council.

**City Directories**  
List of Directories available for the City of Norfolk including a Facilities Directory, Staff Directory and Resource Directory

**City Manager**  
City Manager's Office

**City Mission & Seal**  
Read the mission for the City of Norfolk and view the city seal.

**City Treasurer**  
The Office of the Treasurer

**Commissioner of Revenue**  
The Office of Commissioner of Revenue

**Commonwealth's Attorney**  
The Norfolk Commonwealth's Attorney's Office

**Contact Officials**  
Look through contact information for the City Council, the Virginia General Assembly, and federal offices.

**Courts**  
Circuit Court Docket and General District Court

**Departments**  
Find information on the departments that make up the City of Norfolk government.

**Mayor**  
Meet the current mayor of Norfolk.

**Newsletters / Videos**  
Check out various newsletters and videos from the City of Norfolk.

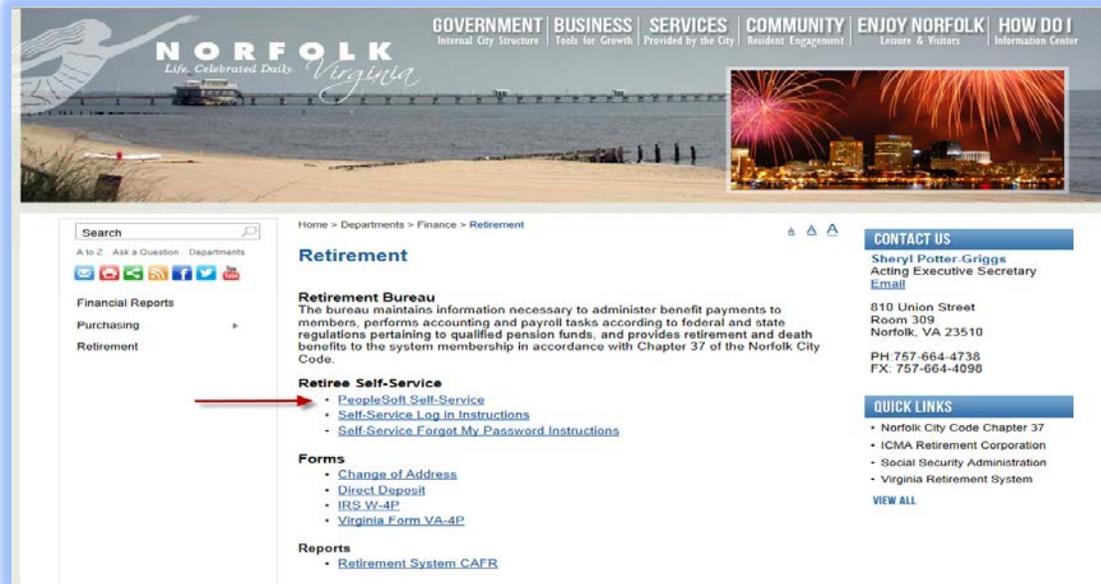
**Norfolk Criminal Justice Service**

**Retirement**

Search  
A to Z | Ask a Question | Departments  
Budget  
Circuit Court Docket  
City Code of Ordinances  
City Clerk  
City Council  
City Directories  
City Manager  
City Mission & Seal  
City Treasurer  
Commissioner of Revenue  
Commonwealth's Attorney  
Contact Officials  
Courts  
Departments  
Mayor  
Newsletters / Videos  
Norfolk Criminal Justice Service  
Norfolk Public Library  
Norfolk Public Schools  
Open City Hall  
Records Request (FOIA)  
Retirement  
Sheriff's Office  
Social Media  
Virginia Construction Codes  
Voting in Norfolk

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

## 4. Click "PeopleSoft Self-Service" under Retiree Self-Service



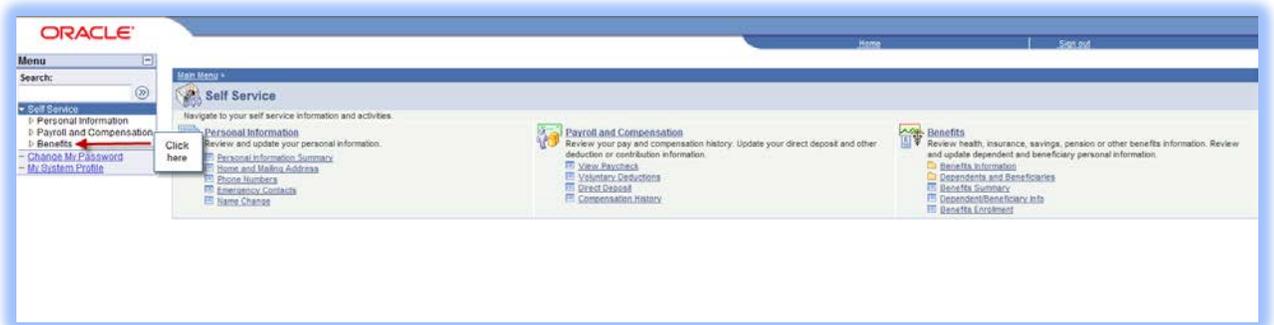
## 5. Enter your User ID and Password



**NOTE:** If this is your first time logging into PeopleSoft Self-Service, please refer to the Self-Service Log-in Instructions under Retiree Self-Service (see above). If you have already signed in once and have forgotten your password, please refer to the Self-Service Forgot My Password Instructions, also under Retiree Self-Service (see above).

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

## 6. Under Menu Click “Benefits”



## 7. Then Click “Benefits Enrollment”



# PeopleSoft Retiree Self-Service Open Enrollment Instructions

8. After reading and completing the guidelines below, Click the yellow "Select" box to begin your Open Enrollment elections

## Benefits Enrollment

Lily Newton

**BEFORE** reviewing your Open Enrollment event, take a minute and verify that your address is current.

You can easily do this by clicking [New Window](#) above to the right and selecting Personal Information, Home and Mailing Address.

1) Change an address - click the yellow Edit box to the right of the incorrect address. DO NOT enter a previous date in the 'Date Change Will Take Effect: On this Date:' box.

2) Add a mailing address - click the yellow Add box. Do NOT add a mailing address unless different from home address.

As you prepare to make decisions, get your questions answered:

- 1) Attend an Open Enrollment presentation briefing
- 2) Visit the benefit website at <http://members.optimahealth.com/norf>
- 3) Call Optima Health Medical Plan Hotline at (757) 552-7110 or Toll Free 1-800-229-1199

The Information icon provides you with additional information about your enrollment.

To begin your enrollment, click Select.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Open Enrollment		01/01/2015	Open	Retired	

Once you click Select, it will take a few seconds for your benefits enrollment information to load.

[Click here to review and make changes](#)

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

9. If you want to get details on the City of Norfolk's Retiree Benefits, click "[Benefit Web-site](#)" Otherwise go to Step 13

**Benefits Enrollment**

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**Open Enrollment**

The elections you make during this Open Enrollment period will be in effect January 1, 2015 through December 31, 2015.

**i** **Reminder: Questions concerning the below benefits should be directed to Human Resources - Benefits at 757/664.4494.**  
[click here for overview of all benefits](#)  
[Benefit Web-site](#)

**Enrollment Summary**

Edit	Medical	Before Tax	After Tax
	Current: Retiree Value Non PHA:Empl Only		
	New: Retiree Value:Empl Only		455.74
Edit	Dental	Before Tax	After Tax
	Current: Delta Plan High Option:Empl Only		
	New: Delta Plan High Option:Empl Only		29.80
Edit	Vision	Before Tax	After Tax
	Current: UniCare Vision:Empl Only		
	New: UniCare Vision:Empl Only		5.48

This table summarizes **monthly** estimated costs for your new benefit choices.

	Before Tax	After Tax	Total
<b>Your Costs</b>	<b>0.00</b>	<b>491.02</b>	<b>491.02</b>

These costs do not include certain choices that are based on variable earnings.

**Submit** Click **Submit** to send your final choices to the Benefits Department.

**I Have No Changes** Or click the **I Have No Changes** button if you are happy with your prior elections and do not want to make any changes.

**i** **Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.**

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

10. Click the yellow “OK” box and a separate browser will open the OptimaHealth web-site

**Benefits Enrollment**

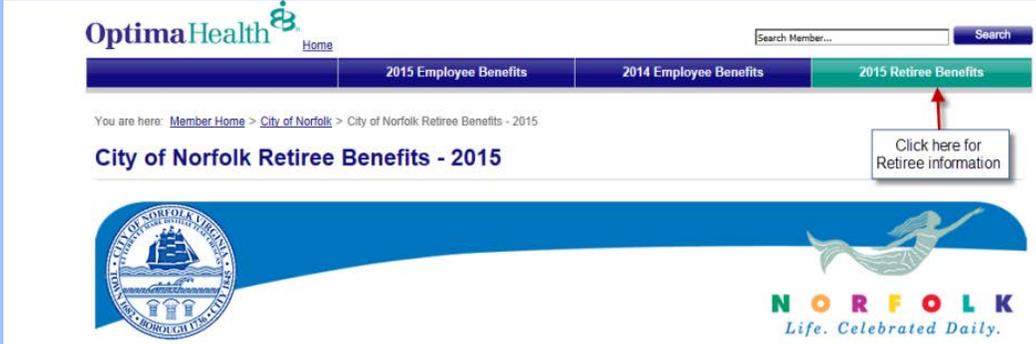
Click **OK** to proceed. This will open a new web browser.

When you have finished, close the new web browser. Then click **Return to Enrollment** to go back to your benefits information.



[Return to Enrollment](#)

11. Click the “2015 Retiree Benefits” tab to get information on City of Norfolk’s retiree benefits



OptimaHealth [Home](#) Search Member... Search

2015 Employee Benefits 2014 Employee Benefits **2015 Retiree Benefits**

You are here: [Member Home](#) > [City of Norfolk](#) > City of Norfolk Retiree Benefits - 2015

**City of Norfolk Retiree Benefits - 2015**

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

HomeSearch Member...Search

[2015 Employee Benefits](#) | [2014 Employee Benefits](#) | [2015 Retiree Benefits](#)

You are here: [Member Home](#) > [City of Norfolk](#) > [City of Norfolk Retiree Benefits - 2015](#)

## City of Norfolk Retiree Benefits - 2015



[Access 2015 Employee Benefits](#)

### Employee Benefits Welcome

- [Norfolk Plan Administration Guide](#)
- [Benefit Staff Contacts](#)
- [Vendor Contacts](#)

### Retiree Wellness Programs and Incentives

- [Retiree Wellness Program Presentation](#)
- [Staying Healthy, Living Life to the Fullest](#)
- [Senior Services](#)
- [Link to OptimaHealth Member Portal](#)

### OptimaHealth's MyLife MyPlan Wellness Programs

- [Introduction Brochure](#)
- [Link to Choice Strategies Card](#)
- [Eating For Life Program](#)
- [Get off Your Butt, Stay Smokeless for Life](#)
- [Healthy Heart Express](#)
- [Healthy Heart Yoga](#)
- [Healthy Heart Chair Yoga](#)
- [Guided Meditation](#)
- [WalkAbout Program](#)

### MyLife MyPlan Fridge Facts

- [Adult Exercise Guidelines](#)
- [Cancer Tips](#)
- [Exercise Tips](#)
- [Healthy Aging](#)
- [Healthy Eating](#)
- [Managing Your Blood Pressure](#)
- [Managing Your Cholesterol](#)
- [Quit Using Tobacco](#)

### Optima Health's MyLife MyPlan Rewards Disease Management Program

- [MyLife MyPlan Rewards Introduction](#)
- [MyLife MyPlan FAQs](#)
- [Details on Cardiovascular Management](#)
- [Details on Diabetes Management](#)
- [Details on Pregnancy](#)
- [Details on Respiratory Management](#)

### Uniform Summary of Benefits and Coverage

- [Optima POS Plus Plan](#)
- [Optima POS Value Plan](#)
- [Optima Plus Out of Area Plan](#)

### Retiree Health Care (Age 65 and Under)

- [Retiree Health Care Plan Overview](#)
- [Retiree Medical Rates](#)
- [Optima POS Plus Plan](#)
- [Optima POS Value Plan](#)
- [POS Enrollment Application](#)
- [2015 Creditable Coverage Letter](#)

### Out of Area Retiree Medical Plan

- [Understanding your PPO](#)
- [OOA Plus Enrollment Application](#)
- [Optima OOA Plus Plan](#)

### Dental Care

- [2015 Dental Rates](#)
- [Delta Dental FAQs](#)
- [Enrollment / Change Form](#)
- [Delta Plan Comparisons](#)
- [Delta Plan Descriptions](#)
- [DeltaCare Benefits](#)
- [DeltaCare Provider List](#)
- [Delta PPO Benefits](#)

### Pharmacy Services

- [Link to Express Script's Web Site](#)
- [Express Scripts Information and FAQs](#)

### Vision Care

- [Unicare Vision Information](#)
- [Unicare Vision FAQs](#)
- [Vision Enrollment Form](#)
- [2015 Vision Care Rates](#)

### Legal Services

- [Legal Resources Brochure](#)
- [Enrollment Form](#)
- [Legal Resources Video](#)
- [Law Firm Finder](#)
- [Legal Resources FAQs](#)
- [Legal Resources Overview](#)
- [How To Use The Plan](#)
- [Link to Legal Resources Web Site](#)

## PeopleSoft Retiree Self-Service Open Enrollment Instructions

12. When you have finished, close the new web browser. Then click **Return to Enrollment** to go back to your benefits information.

**Benefits Enrollment**

Click **OK** to proceed. This will open a new web browser.

When you have finished, close the new web browser. Then click **Return to Enrollment** to go back to your benefits information.

[Return to Enrollment](#) 

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

13. Click the yellow "I Have No Changes" box if you are making no changes

**Benefits Enrollment**

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**Open Enrollment**

Lily Newton

The elections you make during this Open Enrollment period will be in effect January 1, 2015 through December 31, 2015.

**i** Reminder: Questions concerning the below benefits should be directed to Human Resources - Benefits at 757/664-4494.

[Benefit Web-site](#)

**Enrollment Summary**

<a href="#">Edit</a>	Medical	Before Tax	After Tax
	Current: Retiree - Plus Non HRA:Empl Only		
	New: Retiree - Plus:Empl Only		545.58
<a href="#">Edit</a>	Dental	Before Tax	After Tax
	Current: Delta Care Plan:Empl+Spous		
	New: Delta Care Plan:Empl+Spous		28.22
<a href="#">Edit</a>	Vision	Before Tax	After Tax
	Current: Waive		
	New: Waive		

This table summarizes monthly estimated costs for your new benefit choices.

	Before Tax	After Tax	Total
<b>Your Costs</b>	<b>0.00</b>	<b>573.80</b>	<b>573.80</b>

These costs do not include certain choices that are based on variable earnings.

[Submit](#) Click **Submit** to send your final choices to the Benefits Department.

[I Have No Changes](#) **Click here** Click the **I Have No Changes** button if you are happy with your prior elections and do not want to make any changes.

**i** Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

14. if you want to make a change **click the yellow “Edit” box** next to each type of Benefit (Medical, Dental or Vision if available)

**NOTE:** This page shows your “Current” enrollments for 2014 and your “New” enrollments for 2015.

The “After Tax” cost for each type of Benefit is listed as well as your overall monthly cost.

There are significant changes to the PLUS Medical plan effective January 1, 2015.

It is recommended you review these changes prior to submitting your elections during this Open Enrollment period.

### Benefits Enrollment

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## Open Enrollment

Lily Newton

The elections you make during this Open Enrollment period will be in effect January 1, 2015 through December 31, 2015.

**i** Reminder: Questions concerning the below benefits should be directed to Human Resources - Benefits at 757/664-4494.

[Benefit Web-site](#)

#### Enrollment Summary

<a href="#">Edit</a>	Medical	Before Tax	After Tax
	Current: Retiree Value Non PHA:Empl Only		
	New: Retiree Value:Empl Only		455.74
<a href="#">Edit</a>	Dental	Before Tax	After Tax
	Current: Delta Plan High Option:Empl Only		
	New: Delta Plan High Option:Empl Only		29.80
<a href="#">Edit</a>	Vision	Before Tax	After Tax
	Current: UniCare Vision:Empl Only		
	New: UniCare Vision:Empl Only		5.48

This table summarizes monthly estimated costs for your new benefit choices.

	Before Tax	After Tax	Total
<b>Your Costs</b>	<b>0.00</b>	<b>491.02</b>	<b>491.02</b>

These costs do not include certain choices that are based on variable earnings.

[Submit](#) Click **Submit** to send your final choices to the Benefits Department.

**i** Important: Your enrollment will not be complete until you **Submit** your choices to the Benefits Department.

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

15. Click the **radio button** next to the option you want to select for this Open Enrollment  
If you are dropping your coverage, please **click the radio button next to “Waive”**

Select one of the following plans:

[Delta Care Plan](#) [Search for providers in this plan](#)  
You do **NOT** need to complete a separate application during Open Enrollment.

Coverage Level	Your Costs	Tax Class
Employee Only	\$14.12	After-Tax
Employee + Spouse	\$28.22	After-Tax
Employee+Dependent(s)	\$33.82	After-Tax
Family	\$45.12	After-Tax
Employee+1 Dependent	\$22.58	After-Tax
Retiree Spouse Only Coverage	\$14.12	After-Tax

[Delta Plan Low Option](#)  
You do **NOT** need to complete a separate application during Open Enrollment.

Coverage Level	Your Costs	Tax Class
Employee Only	\$23.58	After-Tax
Employee + Spouse	\$47.16	After-Tax
Employee+Dependent(s)	\$51.88	After-Tax
Family	\$74.08	After-Tax
Employee+1 Dependent	\$37.72	After-Tax
Retiree Spouse Only Coverage	\$23.58	After-Tax

[Delta Plan High Option](#)  
You do **NOT** need to complete a separate application during Open Enrollment.

Coverage Level	Your Costs	Tax Class
Employee Only	\$29.80	After-Tax
Employee + Spouse	\$59.60	After-Tax
Employee+Dependent(s)	\$79.10	After-Tax
Family	\$107.12	After-Tax
Employee+1 Dependent	\$58.36	After-Tax
Retiree Spouse Only Coverage	\$29.80	After-Tax

Waive



# PeopleSoft Retiree Self-Service Open Enrollment Instructions

16. If you do not need to add any dependents click “Continue”

[Delta Plan Low Option](#)

You do **NOT** need to complete a separate application during Open Enrollment.

Coverage Level	Your Costs	Tax Class
Employee Only	\$23.58	After-Tax
Employee + Spouse	\$47.16	After-Tax
Employee+Dependent(s)	\$51.88	After-Tax
Family	\$74.08	After-Tax
Employee+1 Dependent	\$37.72	After-Tax
Retiree Spouse Only Coverage	\$23.58	After-Tax

[Delta Plan High Option](#)

You do **NOT** need to complete a separate application during Open Enrollment.

Coverage Level	Your Costs	Tax Class
Employee Only	\$29.80	After-Tax
Employee + Spouse	\$59.60	After-Tax
Employee+Dependent(s)	\$79.10	After-Tax
Family	\$107.12	After-Tax
Employee+1 Dependent	\$58.36	After-Tax
Retiree Spouse Only Coverage	\$29.80	After-Tax

[Waive](#)

**Enroll Your Dependents**

The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, click Add/Review Dependents to determine why they are not eligible. You may also use this button to add new dependents to your list.

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	James Newton	Spouse

[Add/Review Dependents](#)

[Continue](#)  Click **Continue** to store your choice.

[Cancel](#) Click **Cancel** to ignore all entries made on this page and return to the Enrollment Summary.

[Click here](#)

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

17. Click the yellow "Submit" box to authorize your selections, otherwise click either of the yellow "Cancel" boxes if you are not ready to submit your selections

## Benefits Enrollment

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### Open Enrollment

Lily Newton

The elections you make during this Open Enrollment period will be in effect January 1, 2015 through December 31, 2015.

**i** Reminder: Questions concerning the below benefits should be directed to Human Resources - Benefits at 757/664-4494.

[Benefit Web-site](#)

#### Enrollment Summary

Edit	Medical	Before Tax	After Tax
	Current: Retiree - Plus Non HRA:Empl Only		
	New: Retiree - Plus:Empl Only		545.58
Edit	Dental	Before Tax	After Tax
	Current: Delta Care Plan:Empl+Spous		
	New: Delta Care Plan:Empl+Spous		28.22
Edit	Vision	Before Tax	After Tax
	Current: Waive		
	New: Waive		

Click **here** summarizes monthly estimated costs for your new benefit choices.

	Before Tax	After Tax	Total
<b>Your Costs</b>	<b>0.00</b>	<b>573.80</b>	<b>573.80</b>

These costs do not include certain choices that are based on variable earnings.

**Submit** Click **Submit** to send your final choices to the Benefits Department.

**I Have No Changes** Or click the **I Have No Changes** button if you are happy with your prior elections and do not want to make any changes.

**i** **Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.**

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

18. Click the yellow "OK" box

**Benefits Enrollment**

## Submit Confirmation

Your benefit choices have been successfully submitted.

You will receive a confirmation statement approximately two weeks after Open Enrollment has ended. To print a copy of your elections now:

1. Click **OK** to return to the Benefits Enrollment page
2. Click **Select** to re-open your Open Enrollment event
3. Click **OK** on the Open Enrollment already submitted message page
4. Select File/Print from your internet browser

Thank you for participating in Open Enrollment.  
To exit, click Sign out in upper right corner of your screen.

**OK** ← Click here

19. Verify your Open Enrollment "Event Status" is "Submitted"

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Open Enrollment		01/01/2015	Submitted	Retired	<b>Select</b>

**NOTE:** If not, please go back to Step 8 and repeat each step

**Congratulations you have successfully completed Open Enrollment**

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

20. If you need to add dependents, click the yellow "Add/Review Dependents" box

**Enroll Your Dependents**

The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, click Add/Review Dependents to determine why they are not eligible. You may also use this button to add new dependents to your list.

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Enroll	Name	Relationship
<input type="checkbox"/>		

**Add/Review Dependents** ← Click here to add dependent

**Continue** Click **Continue** to store your choice.

**Cancel** Click **Cancel** to ignore all entries made on this page and return to the Enrollment Summary.

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

21. Click "Add a dependent or beneficiary"

**Enrollment Dependent/Beneficiary Summary**

The people listed below may be eligible for Benefit Coverage. Please click on a name to view or modify their personal information.

[Add a dependent or beneficiary](#)  

**No Dependents on Record**

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

## 22. Enter the dependent's Personal and Status Information

### Dependent/Beneficiary Personal Information

Click Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Jan 1, 2015.

**Personal Information**

\*First Name:

Middle Name:

\*Last Name:

Name Prefix:

Name Suffix:

\*Gender:

\*Date of Birth:

SSN:  (Social Security Number)

\*Relationship to Employee:

**Status Information**

\*Marital Status:  As of:

Student:  As of:

Disabled:  As of:

Smoker:  As of:

**Address and Telephone**

Same Address as Employee

Country:

Address:

Same Phone as Employee

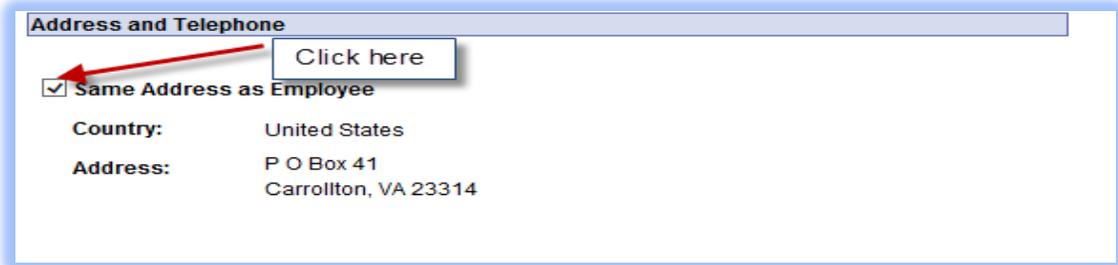
Phone:

**Note:** Required information is noted with an asterisk (\*) and must be entered to enroll dependent.

Social Security Number is not marked as required but may delay enrollment if not provided.

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

23. If the dependent's address is different, click box next to "Same Address as Employee", otherwise leave the check mark on to pull in your address



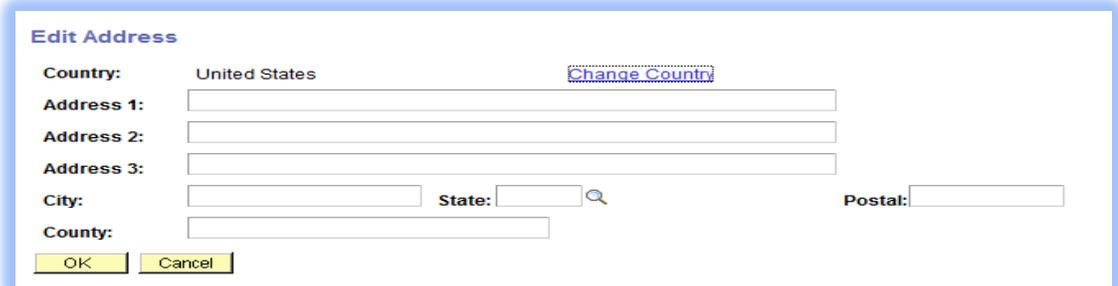
The screenshot shows a form titled "Address and Telephone". At the top, there is a header bar with the title. Below it, there is a checkbox labeled "Same Address as Employee" which is checked. A red arrow points from a box labeled "Click here" to the checkbox. Below the checkbox, the following information is displayed: "Country: United States" and "Address: P O Box 41, Carrollton, VA 23314".

24. Then click "Edit Address" to enter different address



The screenshot shows the same "Address and Telephone" form. The checkbox "Same Address as Employee" is now unchecked. A red arrow points from a box labeled "Click here" to the "Edit Address" link. The "Country" is still "United States" with a "Change Country" link next to it. The "Address" field is empty.

25. Enter complete address information and click OK



The screenshot shows the "Edit Address" form. It has the following fields: "Country: United States" with a "Change Country" link; "Address 1:", "Address 2:", and "Address 3:" each with a text input field; "City:" with a text input field, "State:" with a dropdown menu and a search icon, and "Postal:" with a text input field; and "County:" with a text input field. At the bottom, there are "OK" and "Cancel" buttons.

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

26. Click the yellow "Save" box and then click "Return to Dependent/Beneficiary Summary"

**Address and Telephone**

Same Address as Employee

Country: United States

Address: P O Box 41  
Carrollton, VA 23314

Same Phone as Employee

Phone:

\* Required Field

Save

Click Save first

Return to Dependent/Beneficiary Summary

Click here after Save

27. Steps 20 through 26 must be repeated for each new dependent you are adding

28. Click "Return to Event Selection"

**Enrollment Dependent/Beneficiary Summary**

The people listed below may be eligible for Benefit Coverage. Please click on a name to view or modify their personal information.

[Add a dependent or beneficiary](#)

No Dependents on Record

In addition to the persons listed above, the following can also be allocated to as beneficiaries.

No Beneficiaries on Record

Return to Event Selection

Click here

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

29. Ensure the box under “**Enroll**” next to your dependent(s) name is checked

[Delta Plan Low Option](#)

You do **NOT** need to complete a separate application during Open Enrollment.

Coverage Level	Your Costs	Tax Class
Employee Only	\$23.58	After-Tax
Employee + Spouse	\$47.16	After-Tax
Employee+Dependent(s)	\$51.88	After-Tax
Family	\$74.08	After-Tax
Employee+1 Dependent	\$37.72	After-Tax
Retiree Spouse Only Coverage	\$23.58	After-Tax

[Delta Plan High Option](#)

You do **NOT** need to complete a separate application during Open Enrollment.

Coverage Level	Your Costs	Tax Class
Employee Only	\$29.80	After-Tax
Employee + Spouse	\$59.60	After-Tax
Employee+Dependent(s)	\$79.10	After-Tax
Family	\$107.12	After-Tax
Employee+1 Dependent	\$58.36	After-Tax
Retiree Spouse Only Coverage	\$29.80	After-Tax

[Waive](#)

**Enroll Your Dependents**

The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, click Add/Review Dependents to determine why they are not eligible. You may also use this button to add new dependents to your list.

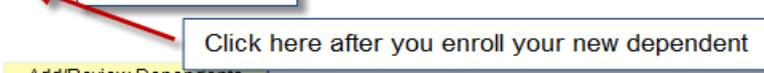
You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	James Newton	Spouse

[Add/Review Dependents](#)

**Continue** Click **Continue** to store your choice.

**Cancel** Click **Cancel** to ignore all entries made on this page and return to the Enrollment Summary.



# PeopleSoft Retiree Self-Service Open Enrollment Instructions

## 30. Click Continue

[Delta Plan Low Option](#)

You do **NOT** need to complete a separate application during Open Enrollment.

Coverage Level	Your Costs	Tax Class
Employee Only	\$23.58	After-Tax
Employee + Spouse	\$47.16	After-Tax
Employee+Dependent(s)	\$51.88	After-Tax
Family	\$74.08	After-Tax
Employee+1 Dependent	\$37.72	After-Tax
Retiree Spouse Only Coverage	\$23.58	After-Tax

[Delta Plan High Option](#)

You do **NOT** need to complete a separate application during Open Enrollment.

Coverage Level	Your Costs	Tax Class
Employee Only	\$29.80	After-Tax
Employee + Spouse	\$59.60	After-Tax
Employee+Dependent(s)	\$79.10	After-Tax
Family	\$107.12	After-Tax
Employee+1 Dependent	\$58.36	After-Tax
Retiree Spouse Only Coverage	\$29.80	After-Tax

[Waive](#)

**Enroll Your Dependents**

The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, click Add/Review Dependents to determine why they are not eligible. You may also use this button to add new dependents to your list.

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	James Newton	Spouse

[Add/Review Dependents](#)

[Continue](#) Click Continue to store your choice.

[Cancel](#) Click Cancel to ignore all entries made on this page and return to the Enrollment Summary.

Click here after you enroll your new dependent

## 31. Repeat Steps 28 and 30 for each Benefit you are enrolling dependent(s)

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

32. Click the yellow "Submit" box to select your 2015 Open Enrollment changes

## Benefits Enrollment

### Open Enrollment

Lily Newton

The elections you make during this Open Enrollment period will be in effect January 1, 2015 through December 31, 2015.

**i** Reminder: Questions concerning the below benefits should be directed to Human Resources - Benefits at 757/664-4494.

[Benefit Web-site](#)

#### Enrollment Summary

<a href="#">Edit</a>	Medical	Before Tax	After Tax
Current: Retiree - Plus Non HRA:Empl Only			
New: Retiree - Plus:Empl Only			545.58
<a href="#">Edit</a>	Dental	Before Tax	After Tax
Current: Delta Care Plan:Empl+Spous			
New: Delta Care Plan:Empl+Spous			28.22
<a href="#">Edit</a>	Vision	Before Tax	After Tax
Current: Waive			
New: Waive			

Summary table showing monthly estimated costs for new benefit choices:

	Before Tax	After Tax	Total
Your Costs	0.00	573.80	573.80

These costs do not include certain choices that are based on variable earnings.

[Click here](#) → [Submit](#) Click **Submit** to send your final choices to the Benefits Department.

[I Have No Changes](#) Or click the **I Have No Changes** button if you are happy with your prior elections and do not want to make any changes.

**i** Important: Your enrollment will not be complete until you **Submit** your choices to the Benefits Department.

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

33. Click the yellow “Submit” box to authorize your selections, otherwise click either of the yellow “Cancel” boxes if you are not ready to submit your selections

**Benefits Enrollment**  
**Submit Benefit Choices**

You have almost completed your enrollment. If you have no further changes, click **Submit** at the bottom of this page to finalize your benefit choices.

**Cancel** Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you click Submit your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

**Authorize Elections**

By submitting your benefit choices you are authorizing the City to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

**Submit** Click **Submit** to send your final choices to the Benefits Department.

**Cancel** Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Or Click Cancel if you are not ready to submit your choices and wish to return to Enrollment Summary

**Benefits Enrollment**  
**Submit Benefit Choices**

You have almost completed your enrollment. If you have no further changes, click **Submit** at the bottom of this page to finalize your benefit choices.

**Cancel** Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you click Submit your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

**Authorize Elections**

By submitting your benefit choices you are authorizing the City to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

**Submit** Click **Submit** to send your final choices to the Benefits Department.

**Cancel** Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

## 34. Click the yellow "OK" box

**Benefits Enrollment**

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**Submit Confirmation**

Your benefit choices have been successfully submitted.

You will receive a confirmation statement approximately two weeks after Open Enrollment has ended.  
To print a copy of your elections now:

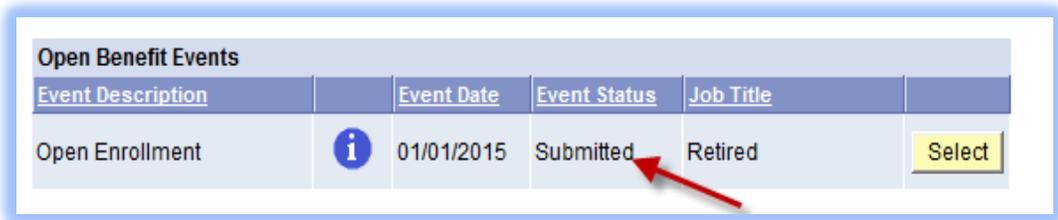
1. Click **OK** to return to the Benefits Enrollment page
2. Click **Select** to re-open your Open Enrollment event
3. Click **OK** on the Open Enrollment already submitted message page
4. Select File/Print from your internet browser

**Thank you** for participating in Open Enrollment.  
To exit, click Sign out in upper right corner of your screen.

**OK** ← **Click here**

## PeopleSoft Retiree Self-Service Open Enrollment Instructions

35. Verify your Open Enrollment "Event Status" is "Submitted"



Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Open Enrollment		01/01/2015	Submitted	Retired	Select

**NOTE:** If not, please go back to Step 8 and repeat each step

**Congratulations you have successfully completed Open Enrollment**

36. Click Sign out in the upper right-hand corner when you are finished.

# PeopleSoft Retiree Self-Service Open Enrollment Instructions

**Note:** If anyone who has an issue viewing OE, the lines overlap, please go to Tool> Compatibility View Settings and add Norfolk.gov. If users are not able to add it, please contact the help desk @664-4357 for this change.

