



Enrollment Instructions

All Employees must complete online enrollment by February 15th. To get started, go to our [TeamOne Logistics Employee Portal](#) and click on 'About Open Enrollment'.

1

Enter Open Enrollment Information

Navigation: Menu > Myself > Open Enrollment

1. From the **About Open Enrollment** page, review the Open Enrollment session information.
2. Select **Next**. The **Verify Beneficiary** Information page appears.

2

Verify Beneficiaries and Dependents

1. Review the summary information to ensure it is accurate.
2. Update information by completing one of the following using the **Add/Change** contact page.
 - Select the **Name** link and then select **Edit** to update existing beneficiary or dependent information. To add a beneficiary or dependent, select **Add**.
3. Select Save and Next.

3

Enroll in a Plan

Navigation: Menu > Myself > Open Enrollment

1. Select or decline each plan.
2. Depending on how the plans are configured, additional fields may appear.
3. Select the dependents to be enrolled in the plan.
4. Confirm or enter each dependent's Social Security Number, date of birth, and gender. Then, select **Next**.

4

Review and Submit Elections.

1. Review the election information on the Confirm Your Changes page.
2. Select **Draft** to continue the elections at a later time or **Submit** to complete your elections.
3. Select **Ok** and the **Confirmation page** will appear. Be sure to print a summary of your elections.