Open Enrollment Quick Reference Guide

Please follow the steps below to enroll in Benefits.

1. **Logging in to HCM**
   - Login to Gibson Online http://gibson.tulane.edu/
   - Enter your Single Sign-On username and password (your email username and password).
   - Click Login to begin using the system.

2. **Begin the Open Enrollment Process**
   - In the middle of the screen select the **Click Here to Enroll** button to begin your Open Enrollment process.
   - You will need to accept the terms and conditions of the Legal Disclaimer page before enrolling. Should you decline, you will need to contact WFMO directly to manually enroll in your 2015 benefits.
   - If you need additional benefit information, click here to access the **Open Enrollment 2015** benefit page.
3. Adding and Updating Dependents and Beneficiaries

- Select the **Add Another Person** button to add Dependents and Beneficiaries.

  To update Dependents and Beneficiaries select the update pencil icon.

- You will need to complete these fields for each Dependent or Beneficiary you want to enroll in Benefits or Designate as a Beneficiary.

  Note: The Relationship Start Date is the day the relationship starts as it relates to benefits eligibility. This is not the actual date the relationship started. The Relationship Start Date is your Benefit Eligibility Date.

- Once you have completed all the fields, select **Next** to go to the next step.

4. Benefits Enrollment

- The **Current Benefits** tab shows your current enrollment status.
- To make changes and/or updates, select the **Update Benefits** button from the **Benefits Enrollment** tab located at the top right of the screen.

5. Update Benefits

- Select the appropriate Benefit option for each plan that you wish to enroll you and your dependents.
- If you are already enrolled in the appropriate option, then select **Next**.
- When you have finished making your elections, select **Next** to move to the next step in the process.
6. **Cover/Enroll Dependents**
   - For each Dependent you wish to enroll in Benefits, select the checkbox for the specific plan in which you want to enroll each Dependent.
   - **Dependents will not be enrolled if you do not complete this step.**
   - When you have finished making your elections, select Next to move to the next step in the process.

7. **Designate Beneficiaries**
   - For each Dependent, you wish to designate as a beneficiary enter a percentage of the benefit that you would like that dependent to receive.
   - You **must designate a primary beneficiary** if one has not been defaulted for you.
   - The total percentage per beneficiary type (Primary or Contingent) needs to equal 0% or 100%.

8. **Confirmation**
   - Review your benefit selections, covered dependents, and beneficiaries.
   - To make changes, select Back.
   - When you are done, select **Printable Page** to create a Confirmation Statement for your records or select **Confirmation Statement** to print or save a PDF copy of your confirmation.
   - Select the **Finish** button to complete the enrollment process.

9. **Logging Out**
   - Once you have clicked the **Finish** button you will be redirected to the enrollment page. From here you can click **Update Benefits** to make edits, updates or changes to your elections. You can **logout** by selecting the ‘Logout’ link on the top right corner of the screen.