

CHOICES ONLINE RE-ENROLLMENT BASIC GUIDE

For a more detailed tutorial go to www.montana.edu/ppa

- Open a web browser and navigate to www.montana.edu
 - Select the MYINFO LINK on the lower left column
 - Select ENTER SECURE AREA
 - Follow the instructions to log in
- Select EMPLOYEE SERVICES
- BENEFITS AND DEDUCTIONS
- OPEN ENROLLMENT
- Select the group you wish to change under the Open Enrollment Summary
 - For example HEALTH
- Select the group category you wish to change
 - Medical
 - Dental
 - Basic Life
 - Long Term Disability
- Under each category select the plan you wish to enroll in or change
 - Selecting RESTART clears the changes
- Select RETURN TO OPEN ENROLLMENT at the bottom to return to the Summary Page
- Continue to make your selections
 - When you are finished select COMPLETE to submit your CHOICES
- You may make changes to your CHOICES during the open enrollment period only
 - Navigate to the Open Enrollment Summary
 - Select REOPEN OPEN ENROLLMENT
 - Make changes
 - NOTE: be sure to select COMPLETE to submit your CHOICES
- To view/change beneficiaries or dependents use the links at the bottom of the page Open Enrollment Summary
 - Make changes if appropriate
 - Select ADD A NEW PERSON and complete the requested information if you want to add a beneficiary or dependent
 - To delete a beneficiary or dependent, Select the Person's name and click the REMOVE box near the bottom of the screen.
 - Submit changes

The links at the bottom of the Open Enrollment Summary page may be used to view your benefit history statements. There is also a link to the providers web site if applicable.