Open Enrollment Dates: Friday, November 4, 2022 – Monday, November 14, 2022

1. Sign into the Self Service with your SU login and password.  [https://selfservice.southwestern.edu/Student/](https://selfservice.southwestern.edu/Student/)

2. Once on the home page, click on Employee.
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3. Next, click on Benefits.

Note, that on this screen, you can also view your Current Benefits throughout the year.

4. You will then see the Open Enrollment Page with the option to see your current elections and make your 2023 plan year elections.

5. To make elections click on ‘Update Plan’ or drag the ‘Waive this benefit’ circle to waive coverage. You must make a selection for each benefit listed.
   - If you previously waived coverage and are now electing coverage, you’ll need to drag the circle away from the ‘Waive this benefit’ option first, then click on ‘Update Plan’ to make elections.
   - If you had coverage last year and want to elect different coverage, you must select ‘Update Plan’ and first “un-check” the current plan before being able to select a new plan.
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6. If you choose a plan that includes coverage for your Spouse, Children or Family, you will be prompted to provide your Dependent Information.

After clicking on “Update Plan,” you will be taken to a screen listing options for that coverage only. You will also see the net cost per pay period for each plan. The example here is for 12 Monthly insurance payments per year.

If you want to change your health coverage from ‘Base Med Plan-Employee,’ you would have to un-check this plan before being able to check a new option.

If the dependents that you will be covering are included in the listing on this screen, you will just ‘check’ to include them. Select ‘Manage Dependents/Beneficiaries’ to add additional family members.

If you will be adding new dependents, be prepared with their:
- Full Name
- Date of Birth
- Social Security number
- Relationship to You
- Address
- Gender
- Marital Status
7. Once you’ve completed making your selections, you can click on the ‘Review and Submit’ button in the Benefits Summary box.

8. After selecting ‘Review and Submit,’ you will be taken to another screen to first review your benefit choices along with ‘Terms and Conditions Authorization.’

Scroll down on this page to view and accept the full listing of Terms and Conditions. You will then be able to ‘Submit’ your 2023 Benefit elections.
9. Look for the ‘Thank you’ message at the bottom of the screen to confirm your benefits have been successfully submitted. There should also be a green box at the top right of your screen confirming your successful submission. You can then click on ‘Download PDF’ to get a copy of your elections.