



How to Enroll: FEGLI Open Season

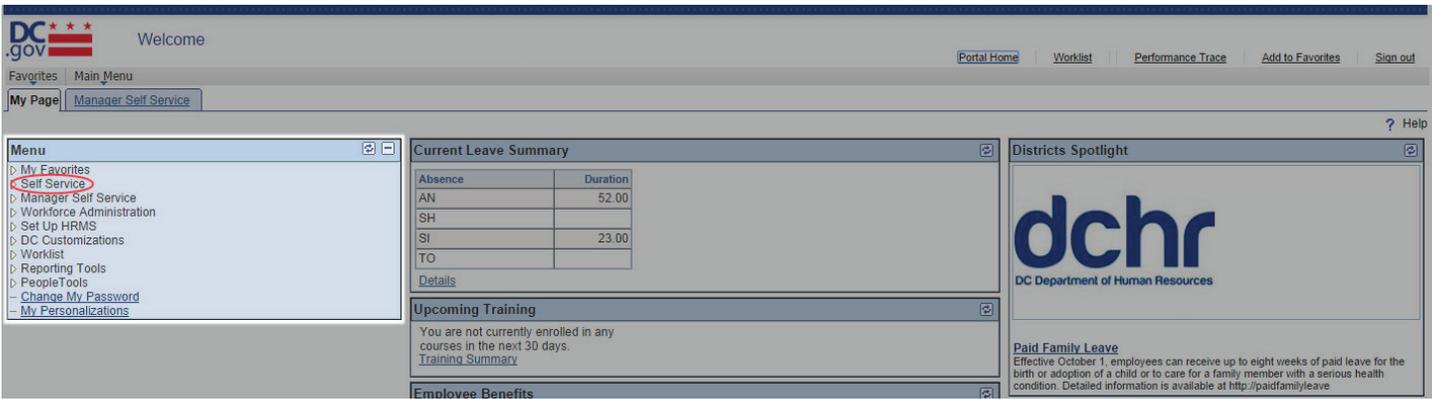
The Federal Employees' Group Life Insurance Program, FEGLI, Open Season runs **September 1 through September 30, 2016**. FEGLI Open Season is available only to active employees who were hired in a benefits-eligible position before October 1, 1987. Please see below for enrollment instructions.

1. Log in to **Employee Self Service (ESS)** at <https://ess.dc.gov>.

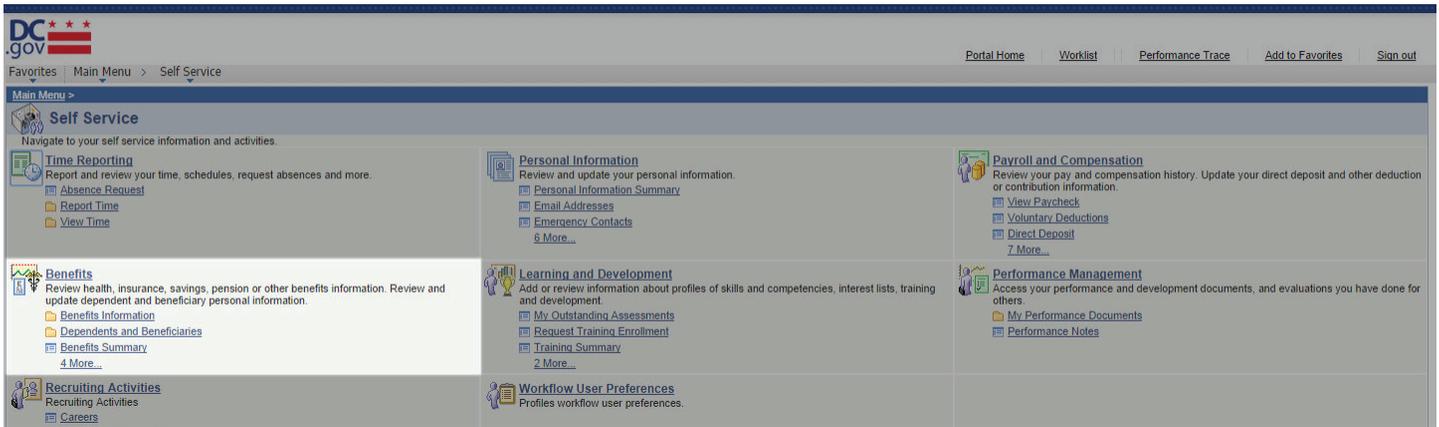
Please Note: ESS is accessible online through PeopleSoft on *any* computer. Computers are available for employee use at the DCHR Customer Care Center located at 441 4th Street, NW in the lobby of One Judiciary Square.



2. From the Main Menu, **select Self Service** under the Menu options on the upper-left side.



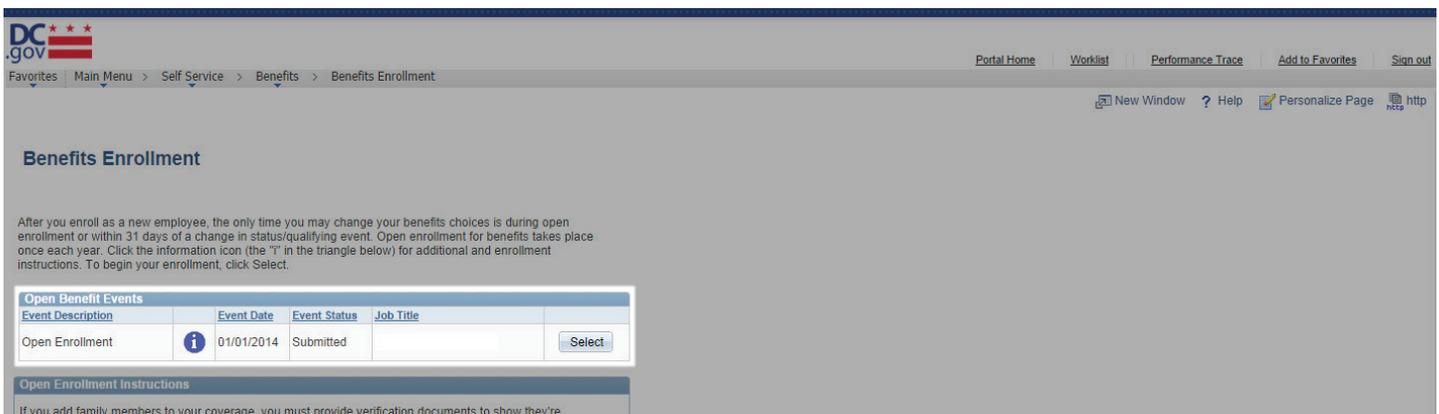
3. On the Self Service page, select the **Benefits** option on the left side, second row.



4. On the Benefits page, select the **Benefits Enrollment** option on the left side third row.



5. On the Benefits Enrollment page, select the **Open Enrollment** option listed under the Open Benefits Events Menu.



- On the Open Enrollment page, you will see your **current Enrollment Summary** (if enrolled previously, it will be populated with your current selections), available enrollment selections and a table that summarizes the estimated costs for your benefit choices.

To change/enroll in your benefit options, select the Edit button on the left of the benefit.

You will be able to review the cost of each benefit on the Enrollment Summary screen.

i Important: Your enrollment will not be complete until you add your dependent(s) to the medical and, if applicable, dental and vision plan, by clicking Edit. You must do so for each plan or your dependent(s) will not be enrolled. After you have added each dependent to each plan, click Save.

Your enrollment will not be complete until you click "Submit"

Enrollment Summary

Edit	Option B - Additional	Before Tax	After Tax
Current: OptB - 2X: Salary X 2			
New: Waive			
Edit	Option C - Family	Before Tax	After Tax
Current: Waive			
New: Waive			
Edit	Option A - Standard	Before Tax	After Tax
Current: Waive			
New: Waive			

This table summarizes estimated costs for your new benefit choices.

- Upon selecting Edit, under **Select an Option**, you have the choice to waive coverage or make an election.

Option A - Standard

Option A - Standard insurance provides you with the option of an additional \$10,000 in coverage. However, if the Basic Life coverage plus \$10,000 is less than your annual basic pay, Option A additional coverage will equal the annual basic pay, rounded to the next \$1,000, minus your Basic Life coverage.

i Important! Your current coverage is: Waive. You will continue with this coverage if you do not make a choice.

Select an Option

No, I do not want to enroll.

[Option A Standard \(\\$10,000\)](#)

Notes

Your per-pay-period cost for this coverage is \$6.00.

- Upon selecting an option to waive or enroll in coverage, **you must designate a beneficiary.**

Designate Your Beneficiaries

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

[Add/Review Beneficiaries](#)

You may designate the following individuals as Primary or Secondary beneficiaries by allocating a percent or a specific dollar amount. Secondary beneficiaries receive benefits only if all Primary beneficiaries are deceased.

If you select flat dollar amounts, then one beneficiary must be designated to receive any left over money from the policy.

If you select percents, all percents for Primary beneficiaries must total 100. All percents for Secondary beneficiaries (if any) must also total 100.

*Enter Primary Allocations as:

*Enter Secondary Allocations as:

Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
MICHAEL L HUGHES	Child			<input type="text"/>	<input type="text" value="50"/>
KATHLEEN E HUGHES	Spouse			<input type="text" value="100"/>	<input type="text"/>
BRIAN E HUGHES	Child			<input type="text"/>	<input type="text" value="50"/>
Total:				100	50

9. Upon selecting your beneficiary(s) and enrolling in and/or making changes, you may select:

- **Continue**, which allows you to store your current choice until you are ready to submit your final enrollment on the Enrollment Summary page; or
- **Cancel**, which ignores all entries made on the page and returns you to the Enrollment Summary.

Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
MICHAEL L HUGHES	Child				50
KATHLEEN E HUGHES	Spouse			100	
BRIAN E HUGHES	Child				50
Total:				100	50

Click **Continue** to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.
 Click **Cancel** to ignore all entries made on this page and return to the Enrollment Summary.

10. Select Okay to confirm your enrollment and store your choices or select Edit to go back and make changes.

Your Secondary Beneficiary Allocations

Name	Relationship	Percent of Benefit
MICHAEL L HUGHES	Child	50
BRIAN E HUGHES	Child	50

Notes

The actual amount of coverage for this plan is based upon your salary, and will vary in accordance with any changes to your salary over time.
 The premium for this plan is based upon your age as of the end of each pay period. As a result, your deduction amount may change at your next birthday.
 Once submitted, this choice will take effect on 08/23/2017. Deductions for this choice will start with the pay period beginning 08/23/2017.

Click **OK** to store your choices.
 Click **Edit** to go back and change your choices.

11. Repeat steps 6-10 to make changes and/or enroll in any additional options.

You will be able to review the cost of each benefit on the Enrollment Summary screen.

i Important: Your enrollment will not be complete until you add your dependent(s) to the medical and, if applicable, dental and vision plan, by clicking Edit. You must do so for each plan or your dependent(s) will not be enrolled. After you have added each dependent to each plan, click Save.

Your enrollment will not be complete until you click "Submit"

Enrollment Summary

<input type="button" value="Edit"/>	Option B - Additional	Before Tax	After Tax
Current:	Opt B - 2X: Salary X 2		
New:	Waive		
<input type="button" value="Edit"/>	Option C - Family	Before Tax	After Tax
Current:	Waive		
New:	Waive		
<input type="button" value="Edit"/>	Option A - Standard	Before Tax	After Tax
Current:	Waive		
New:	Waive		

This table summarizes estimated costs for your new benefit choices.

12. Upon updating and completing all relevant selections, scroll to the bottom of the Open Enrollment page and **select Submit** to send your final choices to the Benefits Administration.

Option A - Standard

Current: Waive

New: Option A Standard: \$10,000

Before Tax: 6.00

After Tax: 6.00

This table summarizes estimated costs for your new benefit choices.

	Before Tax	After Tax	Total
Costs	0.00	222.41	222.41
Your Costs	0.00	222.41	222.41

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

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

13. Upon selecting Submit, you will be taken to a final confirmation page, which will ask you to **select Submit** to authorize your elections or **select Cancel** to return to the Enrollment Summary page.

of this page to finalize your benefit choices.

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.

Once your enrollment selection has been finalized, you will not be able to make 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 District Government 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.

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

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

14. Upon selecting Submit, you will be taken to the **Submit Confirmation page** indicating that your benefit choices have been successfully submitted to the Benefits Administration.

Please Note: You will receive an email confirmation statement with your elections. Please print this for your records. If you do not receive an email confirmation, immediately contact the Benefits Administration to confirm your elections were submitted properly.

Select OK to return to the Benefits Enrollment page.

DC.gov

Favorites | Main Menu > Self Service > Benefits > Benefits Enrollment

Benefits Enrollment

Submit Confirmation

Your benefit choices have been successfully submitted to the Benefits Department. You will receive a confirmation statement to affirm your elections. To return to the Benefits Enrollment page, click **OK**.

This completes your FEGLI enrollment!

If you have any questions, please contact the DCHR Benefits Administration at (202) 442-7627 or dchr.benefits@dc.gov.