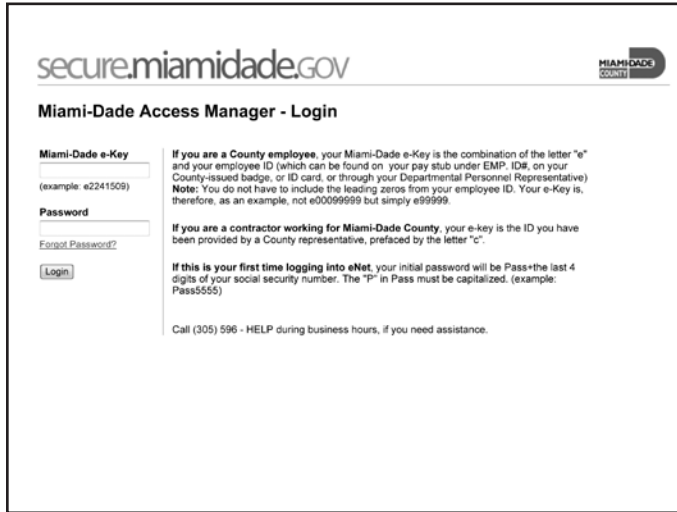


Logon Instructions

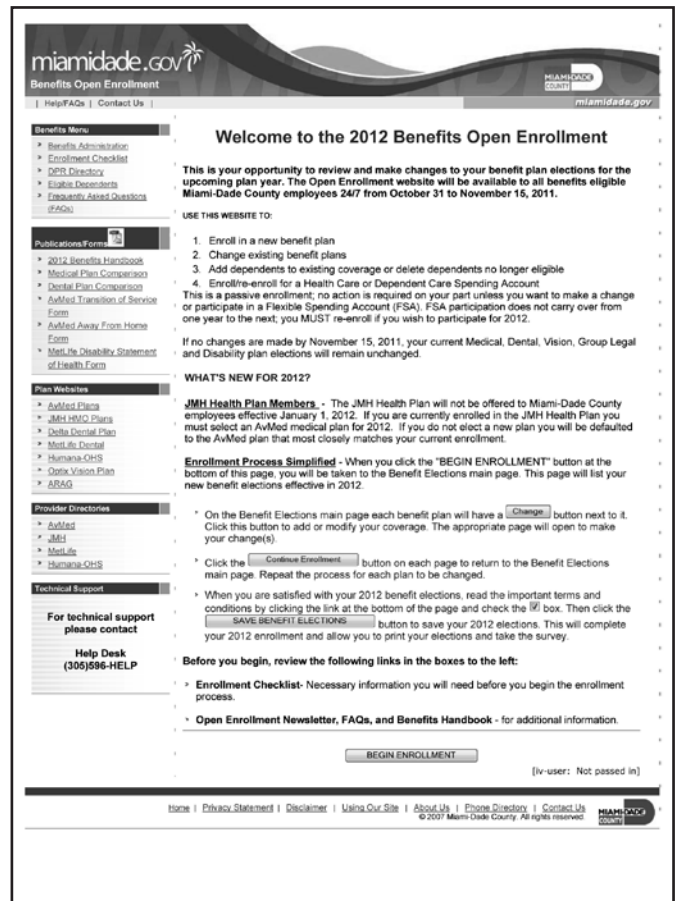
The 2012 Open Enrollment Benefits website must be accessed through the County’s eNet portal (<http://enet.miamidade.gov>). To begin, logon to eNet using your user ID and password. Forgot your password? Click “forgot password” link to reset it. Remember that multiple incorrect logon attempts will result in your user ID (e-Key) being disabled. Contact the Help Desk at 305-596-Help if you have technical difficulties.



Once you are in eNet, click the 2012 Open Enrollment link or Banner to begin your enrollment.

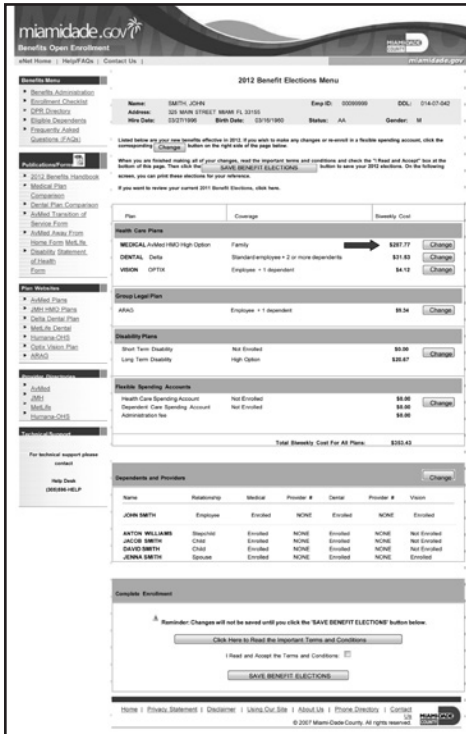
Website Enhancements

The online enrollment process has been greatly simplified this year. Previously, the process required scrolling through all County benefit plans in sequential order consisting of 12 steps. Now you’ll be able to target just the benefit plan you need, skip the plans you don’t want to modify and proceed directly to complete your enrollment. When you click the BEGIN ENROLLMENT button at the bottom of the “Welcome” screen, you will be directed to the Benefit Elections Menu. This new page will display a summary of your benefit elections to be effective in 2012 and features to change those elections.



Step 1

On the Benefit Elections Menu each benefit plan will have a “CHANGE” button next to it. Select the corresponding button to add or to modify coverage. The appropriate page will open to make your change(s).



Step 2

Select your plan/enrollment option, then click the “CONTINUE” button to return to the Benefit Elections Menu. Repeat this process for each benefit election to be changed. Note, if you modify your medical, dental or vision coverage, before you return to the main page, the next screen will be the Dependent & Provider screen. This will allow you to add/cancel a dependent or enter a provider ID number (ID# optional, except for new enrollees in the AvMed Low Option, MetLife Dental, or Humana-OHS Dental).



To return to the **Benefit Elections Menu** from the Dependent & Provider screen, click the “CONTINUE ENROLLMENT” button.

Step 3

When you are satisfied with your 2012 benefit elections, go to the bottom of the Benefit Elections Menu, check the “I read and accept” box (once you have read the important terms and conditions, of course), then click the “SAVE BENEFIT ELECTIONS” button to save your elections. This will complete your 2012 enrollment, allow you to print an enrollment confirmation and take the survey. You can return to the enrollment website at any time to make changes until November 15.

