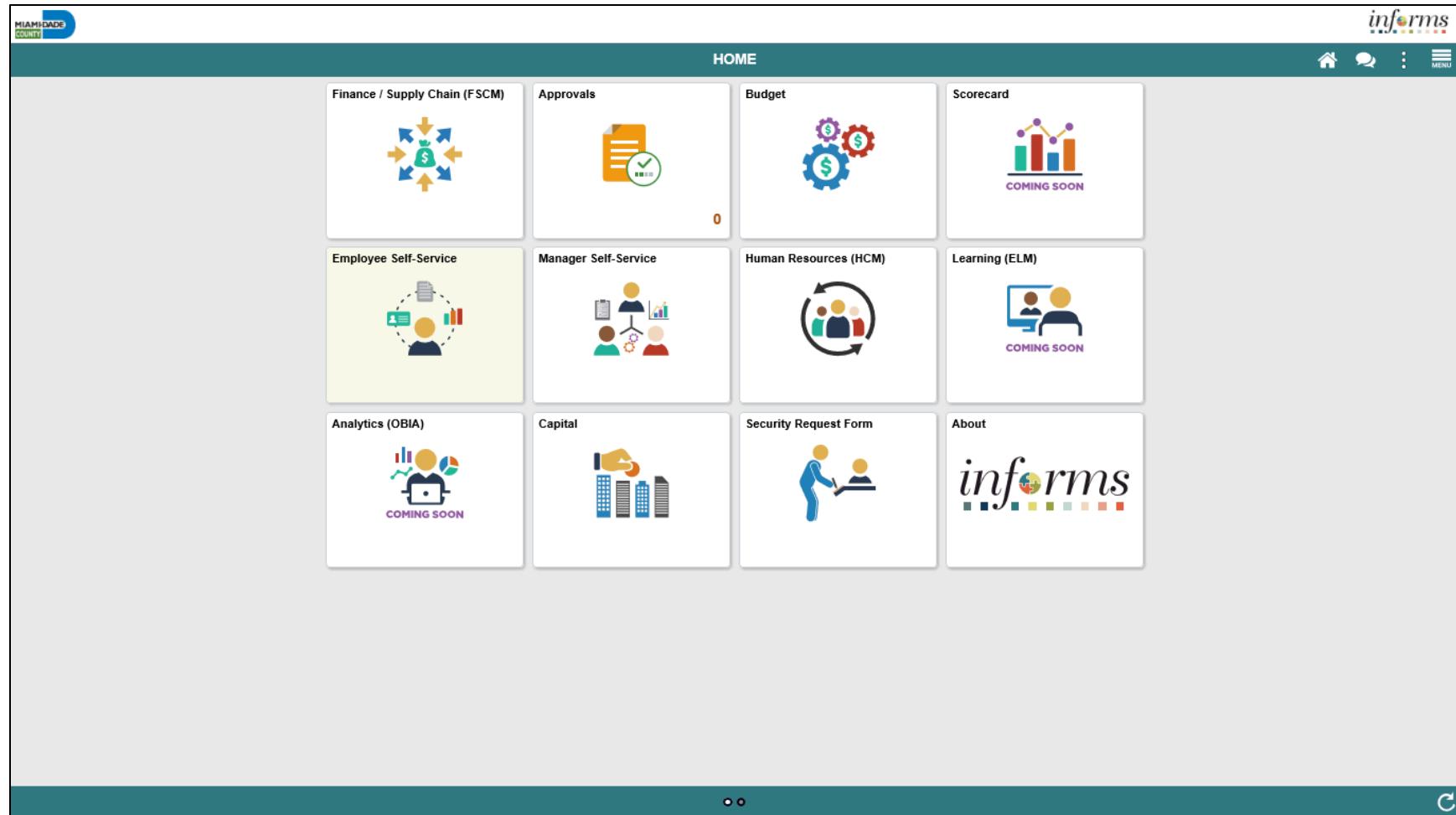




# Remove a Dependent During Open Enrollment

Visit the INFORMS home page at <https://informs.miamidade.gov/>

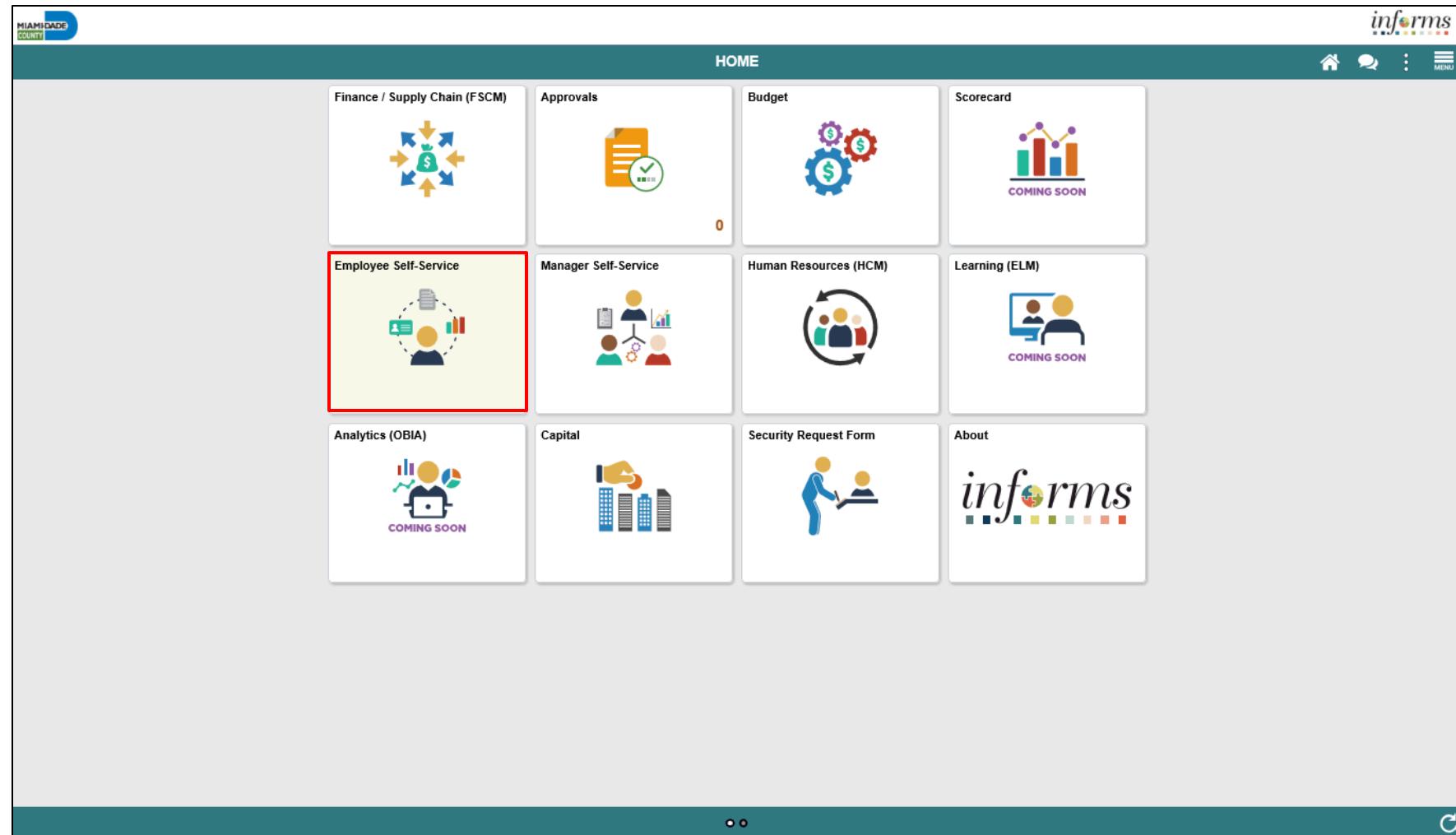
If not already logged in, enter your login credentials.



The screenshot shows the INFORMS home page interface. At the top, there is a navigation bar with the Miami-Dade County logo on the left and the INFORMS logo on the right. The main content area is titled "HOME" and features a 3x4 grid of service icons. The services listed are: Finance / Supply Chain (FSCM), Approvals, Budget, Scorecard; Employee Self-Service, Manager Self-Service, Human Resources (HCM), Learning (ELM); Analytics (OBIA), Capital, Security Request Form, and About. Most services are marked as "COMING SOON", except for Approvals, Budget, and the About section which have icons and some text. The "About" section features the INFORMS logo with its signature colorful dots.

Step 1:

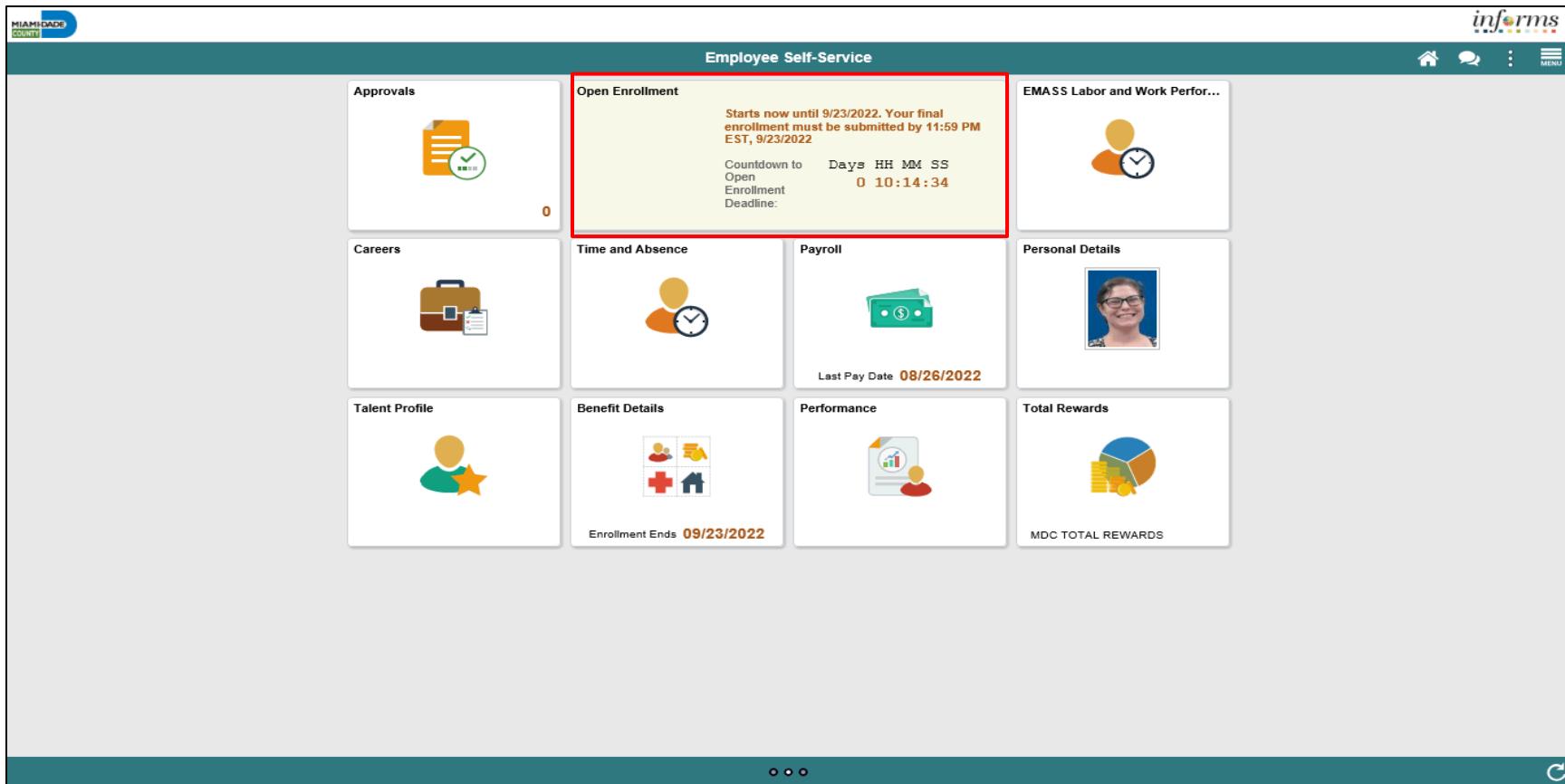
Click the **Employee Self-Service** tile.



The screenshot shows the Miami-Dade County Informis Home page. The page features a grid of tiles representing various services. The 'Employee Self-Service' tile is highlighted with a red border. The tiles are arranged in three rows and four columns. The first row contains: 'Finance / Supply Chain (FSCM)', 'Approvals' (with a '0' notification), 'Budget', and 'Scorecard' (with a 'COMING SOON' message). The second row contains: 'Employee Self-Service' (highlighted), 'Manager Self-Service', 'Human Resources (HCM)', and 'Learning (ELM)' (with a 'COMING SOON' message). The third row contains: 'Analytics (OBIA)' (with a 'COMING SOON' message), 'Capital', 'Security Request Form', and the 'informs' logo. The top navigation bar includes the Miami-Dade County logo, a search bar, and menu icons. The bottom navigation bar includes a 'HOME' button, a 'informs' logo, and a 'MENU' icon.

Step 2:

Click the **Open Enrollment** tile.



The image shows the Employee Self-Service dashboard for Miami-Dade County. The dashboard is organized into a grid of tiles. The 'Open Enrollment' tile is highlighted with a red border. The tile displays the following information:

- Starts now until 9/23/2022. Your final enrollment must be submitted by 11:59 PM EST, 9/23/2022
- Countdown to Enrollment Deadline: 0 10:14:34
- Open Enrollment Deadline: 0 10:14:34

The other tiles on the dashboard include:

- Approvals**: Shows a document icon with a green checkmark and the number 0.
- Careers**: Shows a briefcase icon.
- Time and Absence**: Shows a person icon with a clock.
- Payroll**: Shows a money icon.
- Personal Details**: Shows a photo of a person.
- Talent Profile**: Shows a person icon with a star.
- Benefit Details**: Shows icons for people, a house, and a plus sign.
- Performance**: Shows a chart icon.
- Total Rewards**: Shows a pie chart icon.

The top right corner of the dashboard features the 'informs' logo and navigation icons for home, message, and menu.

## Step 3:

Click the **Benefits Enrollment** button.

[Next >](#)

>Welcome Visited	<b>Task: Welcome</b>  Open enrollment is your annual opportunity to modify your benefit choices. The video gives you step by step instruction on how to enroll your benefits. Your elections will begin on 1/1/2026.  <b>IMPORTANT OPEN ENROLLMENT REMINDERS:</b> <ul style="list-style-type: none"><li>Effective 1/1/2026, <b>Aetna</b> will be our new medical insurance carrier. Your Aetna medical coverage and benefits will be the same as your current coverage. Your online Open Enrollment form will reflect the Aetna plan that corresponds with your current coverage.</li><li>The <b>Flexible Spending Account (FSA)</b> does not automatically roll over. You must enroll in the plan every year during Open Enrollment to continue coverage.</li><li><b>ONE-TIME OPPORTUNITY!</b> If you are enrolling in the <b>LOW OPTION</b> for Short Term Disability or Long Term Disability, <b>no Statement of Health is required</b>. For any other new enrollment or coverage increase, you must complete and submit the Statement of Health form. <a href="#">Click here for the form.</a></li><li><b>ONE-TIME OPPORTUNITY!</b> Employees currently enrolled in Optional Life coverage with 1x, 2x or 3x salary may increase to 4x salary <b>without completing Evidence of Insurability</b>. To make an election for <b>Optional Life</b> coverage, visit the Minnesota Life benefits portal at <a href="#">Minnesota Life</a>.</li><li>Submit proof of eligibility for newly added dependents before Open Enrollment closes.</li><li>Submit Affidavit of Dependent Eligibility for your age 26-29 dependents enrolled in County medical coverage.</li><li>Remove any ineligible dependents from your coverage before Open Enrollment closes.</li><li>If you are waiving County medical coverage, go into the Medical section and select <b>Waive - Decline Coverage</b>.</li><li>Click <b>SUBMIT ENROLLMENT</b> to complete your elections. Then, click <b>ENROLLMENT PREVIEW STATEMENT</b> to view and print the confirmation of your elections.</li></ul>
Dependent Info Complete	
Benefits Summary Visited	
Benefits Enrollment Complete	
Summary Visited	
Benefits Statements Visited	

## Step 4:

Click the tile for the benefit plan from which you wish to remove dependents.

Task: Benefits Enrollment

The Enrollment Overview displays which benefit options are open for elections/changes. Once you have clicked **SUBMIT ENROLLMENT**, click **ENROLLMENT PREVIEW STATEMENT** to view and print the confirmation of your elections.

\* Indicates required field

**Enrollment Summary**

Your Pay Period Cost **\$285.50** Full Cost **\$285.50**

Status **Pending Review**

**Enrollment Preview Statement**

**Submit Enrollment**

**Medical**

Current Aetna-Select Advantage HMO  
New Aetna-Select Advantage HMO  
Status **Changed**  
2 Dependents

Pay Period Cost **\$236.00**

**Review**

**Dental**

Current Delta Dental PPO Enriched  
New Delta Dental PPO Enriched  
Status **Pending Review**  
0 Dependents

Pay Period Cost **\$5.45**

**Review**

**Vision**

Current Humana Vision Enriched  
New Humana Vision Enriched  
Status **Pending Review**  
0 Dependents

Pay Period Cost **\$6.18**

**Review**

**Life**

**Short-Term Disability**

**Long-Term Disability**

**Previous** **Next**

## Step 5:

Check the box next to the dependent you wish to remove from coverage.

Click the **DONE** button. Procedure completed.

**Medical**

All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured. Enrollment in this benefit may require proof of coverage.

**Enroll Your Dependents**

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

Dependents	Relationship
<input checked="" type="checkbox"/> JASON W HILL	Spouse
<input type="checkbox"/> Jane Doe	Child

**Add/Update Dependent**

**Enroll in Your Plan**

