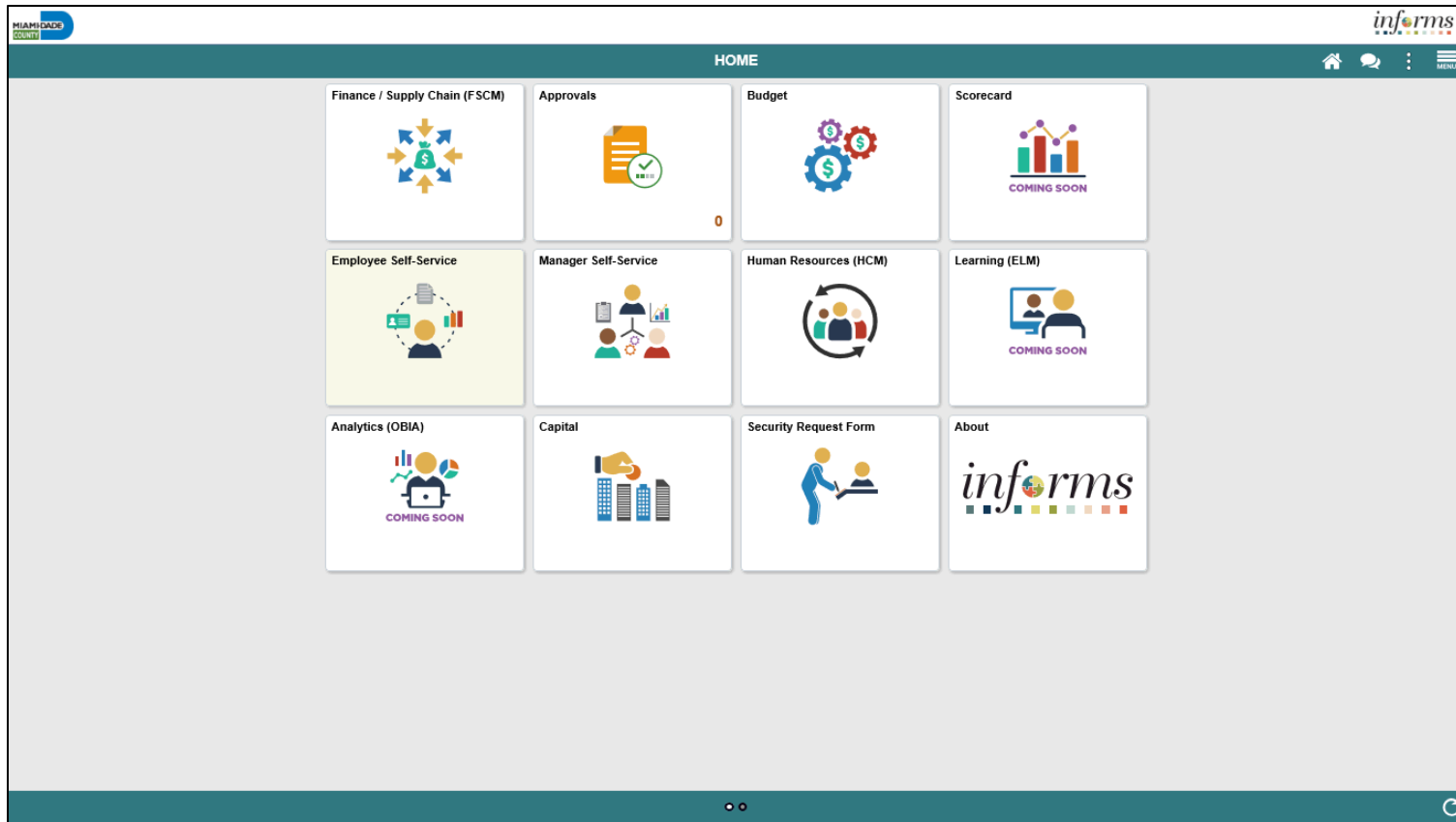




Review and Print Your Open Enrollment Elections

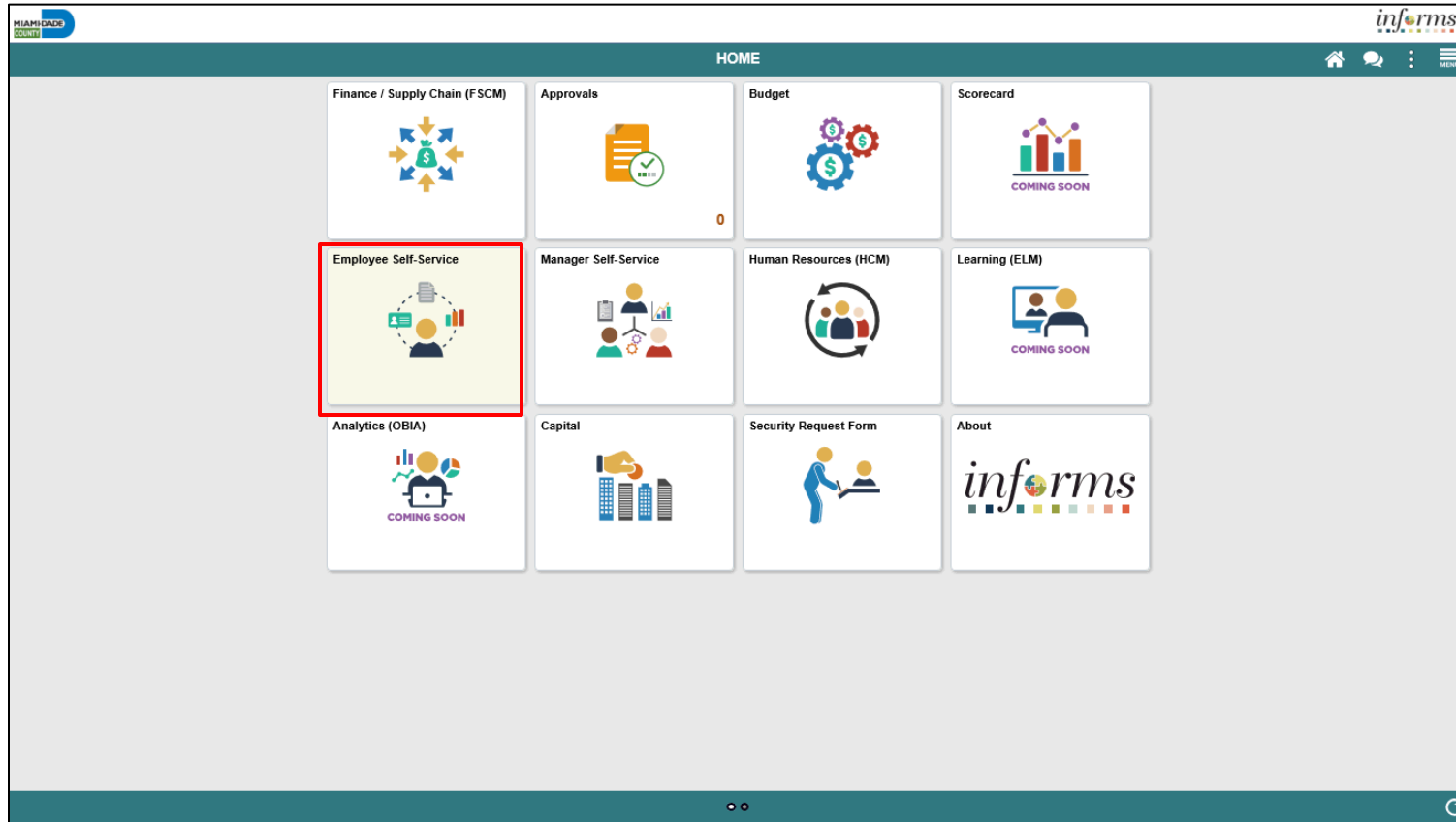
Visit the INFORMS home page at <https://informs.miamidade.gov/>

If not already logged in, enter your login credentials.



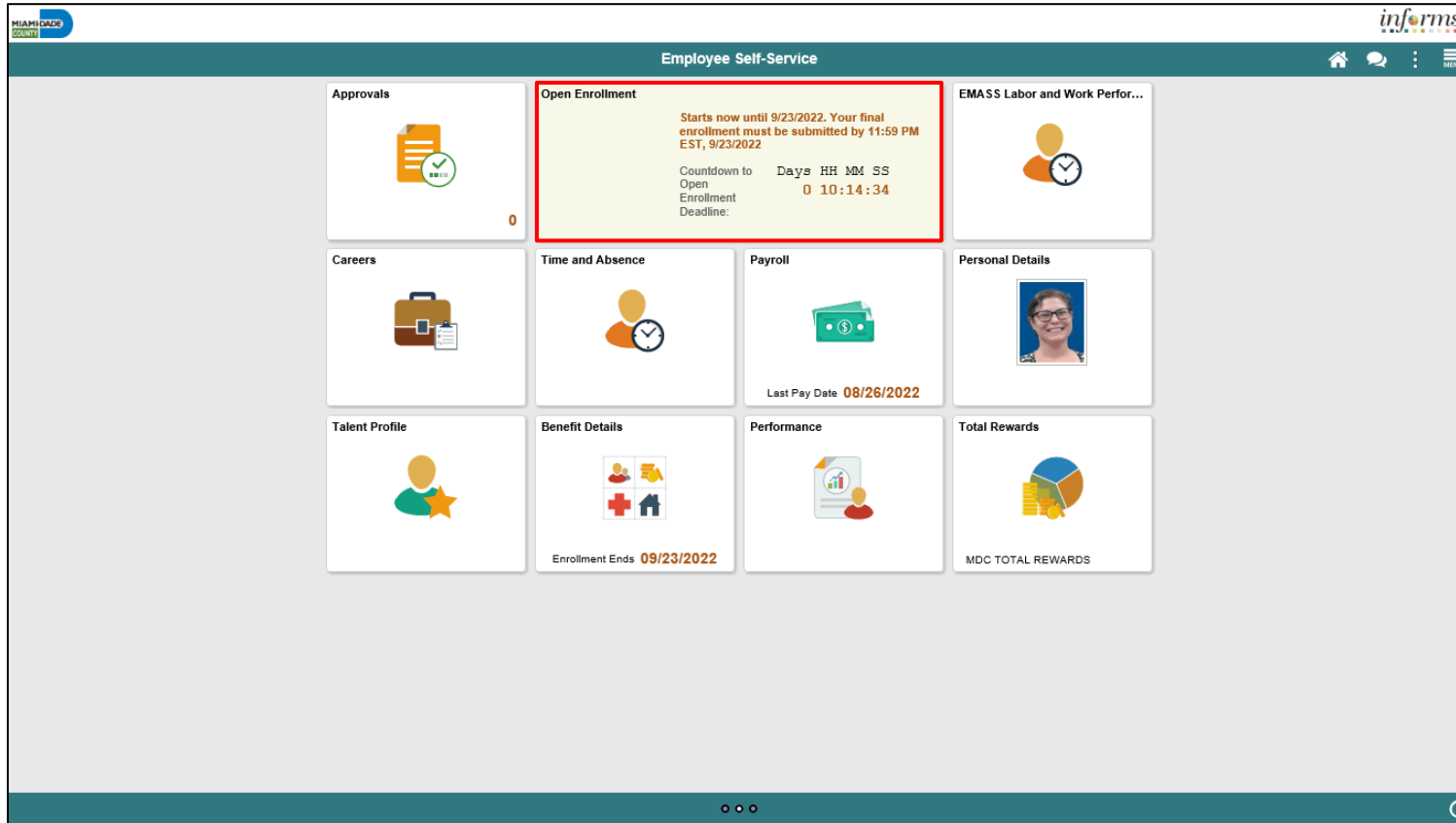
Step 1:

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



Step 2:

Click the **Open Enrollment** tile.

A screenshot of the "Employee Self-Service" dashboard. The dashboard has a teal header with the Miami-Dade County logo on the left and the "informatics" logo on the right. The main content area is a grid of tiles. The "Open Enrollment" tile is highlighted with a red border. It contains the text: "Starts now until 9/23/2022. Your final enrollment must be submitted by 11:59 PM EST, 9/23/2022". Below this, it shows a "Countdown to Open Enrollment Deadline:" with a timer displaying "Days HH MM SS" and "0 10:14:34". Other tiles include "Approvals", "EMASS Labor and Work Perfor...", "Careers", "Time and Absence", "Payroll", "Personal Details", "Talent Profile", "Benefit Details", "Performance", and "Total Rewards". The "Benefit Details" tile shows "Enrollment Ends 09/23/2022". The "Payroll" tile shows "Last Pay Date 08/26/2022". The "Total Rewards" tile shows "MDC TOTAL REWARDS". The bottom of the dashboard has a teal footer with a refresh icon on the right.



Review and Print Your Open Enrollment Elections

Step 1:

Click the **Enrollment Preview Statement** button to view your open enrollment elections.

Welcome
● Visited

Dependent Info
● Complete

Benefits Summary
● Visited

Benefits Enrollment
● Complete

Summary
● Visited

Benefits Statements
● Visited

Task: Benefits Enrollment

* Indicates required field

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.

▼ Enrollment Summary

Your Pay Period Cost **\$285.50**

Full Cost **\$285.50**

Status **Pending Review**

Enrollment Preview Statement

Submit Enrollment

Lega... LTD

Medical

Benefit Plans

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



Review and Print Your Open Enrollment Elections

Step 2:

Click the **Election Summary** dropdown to view your elections

Click the **Dependents** dropdown to view your dependents.

Click **Print View** to display your confirmation of elections.

Click the **Print** button/icon in your web browser to print your elections statement.

Benefits Statement

Statement Type Submitted Enrollment

Description Open Enrollment 2025

Enrollment Effective Date 01/01/2025

Run Date 10/04/2024

Print View

This statement confirms your Open Enrollment 2025 benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, please contact your benefits administrator. These coverages will remain in effect until the next Benefits Open Enrollment or you experience a change in family status or employment situation. Please keep the statement for your records.

Statement Sections

Expand All

Personal Information

Cost Summary

Election Summary

Dependents

Dependent Enrollments

Beneficiary Designations

Investment Allocations