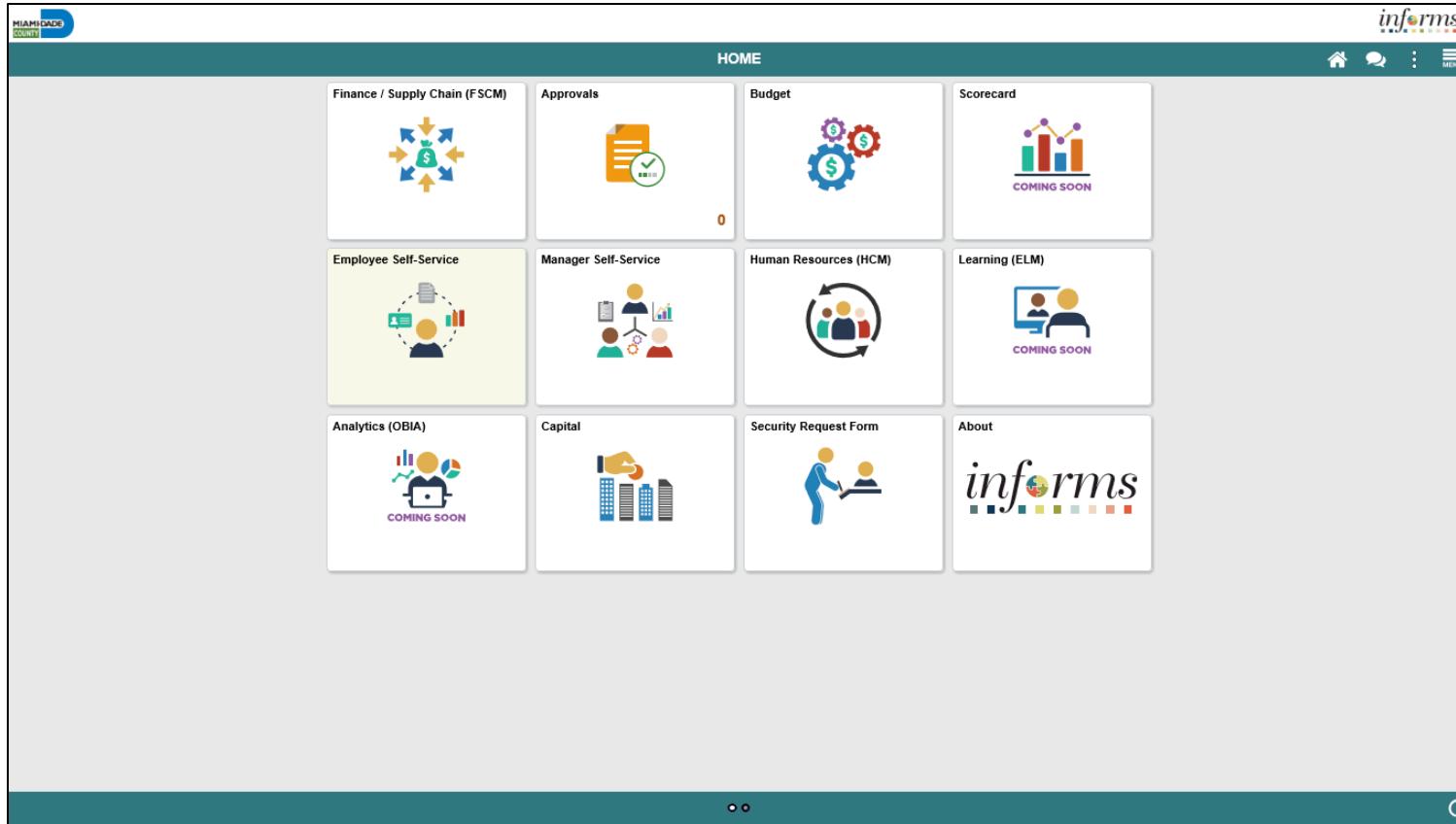




Review and Print Your Open Enrollment Elections

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

If not already logged in, enter your login credentials.

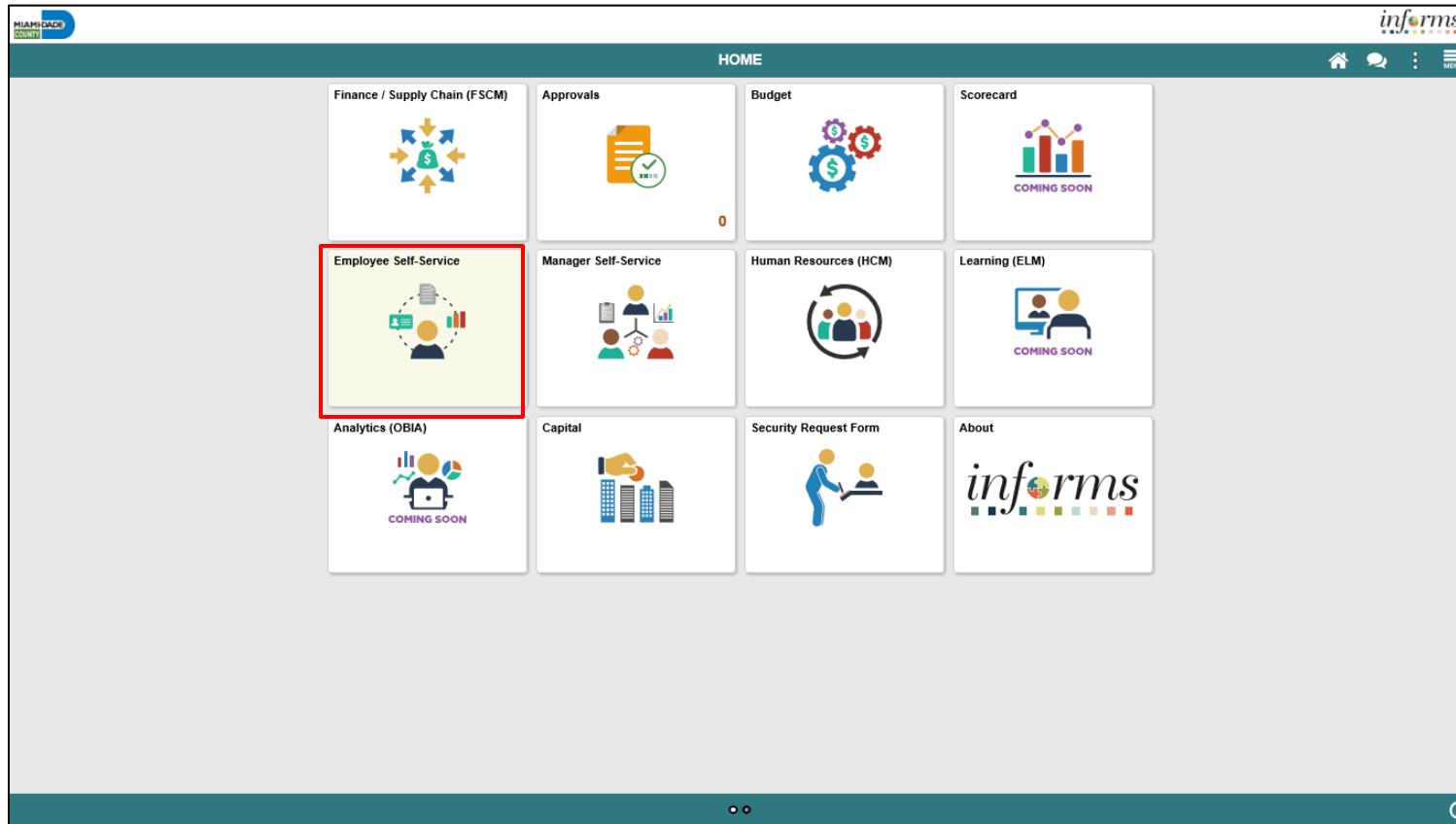


The screenshot shows the INFORMS home page interface. At the top, there is a navigation bar with the Miami-Dade County logo on the left and the INFORMS logo on the right. The main content area is titled "HOME" and features a 3x4 grid of service icons. The services listed are: Finance / Supply Chain (FSCM), Approvals, Budget, Scorecard; Employee Self-Service, Manager Self-Service, Human Resources (HCM), Learning (ELM); Analytics (OBIA), Capital, Security Request Form, and About. Each service icon includes a small "COMING SOON" text below it. The "Scorecard" and "Learning (ELM)" services are currently unavailable.

Finance / Supply Chain (FSCM)	Approvals	Budget	Scorecard
			 COMING SOON
Employee Self-Service	Manager Self-Service	Human Resources (HCM)	Learning (ELM)
			 COMING SOON
Analytics (OBIA)	Capital	Security Request Form	About
 COMING SOON			

Step 1:

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



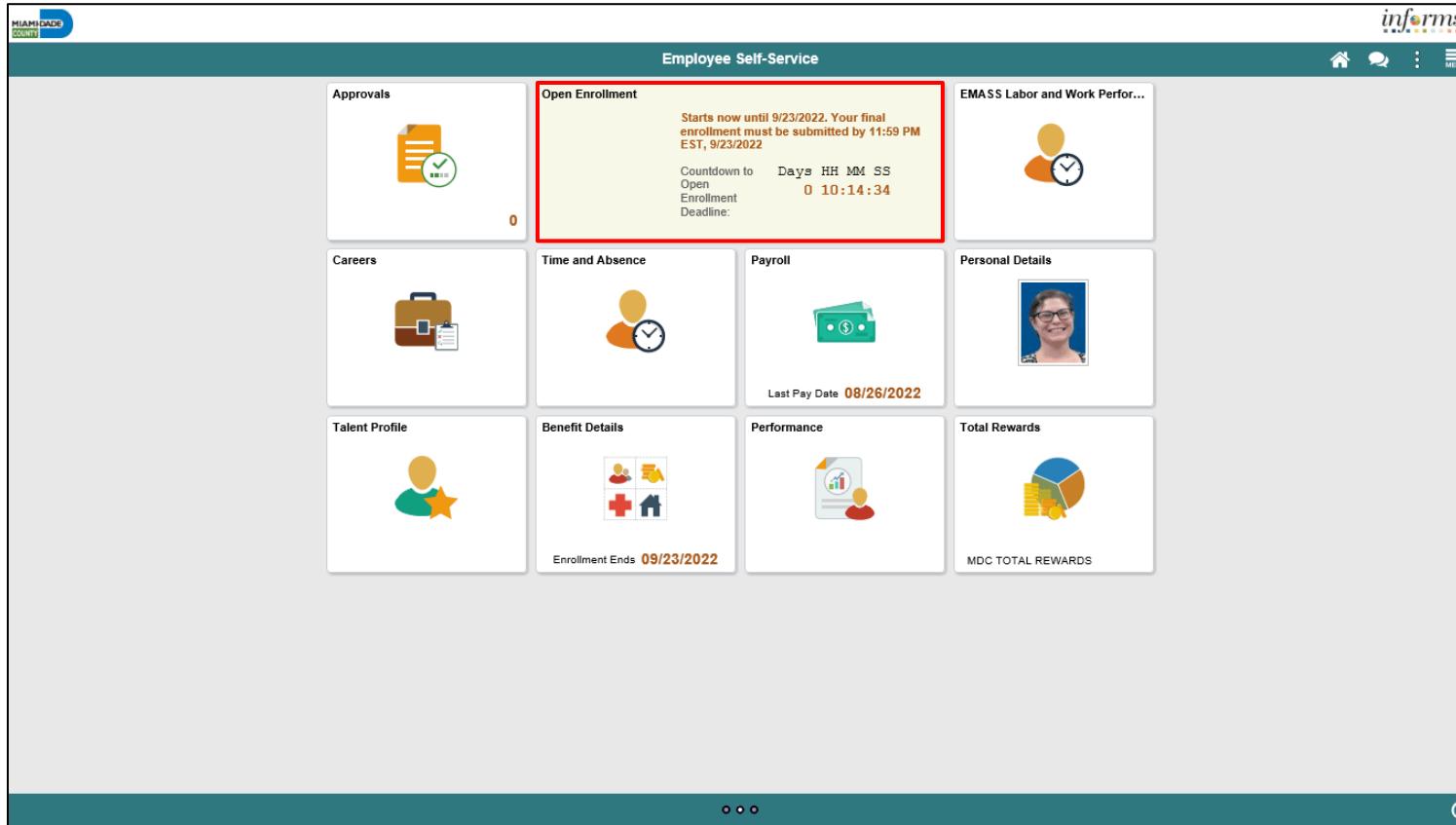
The screenshot shows the Informis platform homepage with a grid of tiles. The tiles are as follows:

- Finance / Supply Chain (FSCM): Shows a gear and arrow icon.
- Approvals: Shows a document icon with a checkmark.
- Budget: Shows three gears with dollar signs.
- Scorecard: Shows a bar chart icon with the text "COMING SOON".
- Employee Self-Service**: Shows a person icon with a gear and document.
- Manager Self-Service: Shows a person icon with a document and gear.
- Human Resources (HCM): Shows three people in a circle icon.
- Learning (ELM): Shows a person icon with a computer monitor.
- Analytics (OBIA): Shows a person icon with a laptop and charts, with the text "COMING SOON".
- Capital: Shows a building icon.
- Security Request Form: Shows a person icon with a hand icon.
- About: Shows the Informis logo.

A red box highlights the "Employee Self-Service" tile. The top right corner of the screen shows the Informis logo and navigation icons.

Step 2:

Click the **Open Enrollment** tile.



The screenshot shows the Employee Self-Service dashboard for Miami-Dade County. The dashboard is organized into a grid of tiles:

- Approvals**: Shows a document icon with a green checkmark and a red '0'.
- Open Enrollment**: This tile is highlighted with a red box. It contains the following text:
 - Starts now until 9/23/2022. Your final enrollment must be submitted by 11:59 PM EST, 9/23/2022
 - Countdown to Days HH MM SS
 - Open Enrollment Deadline: 0 10:14:34
- EMASS Labor and Work Perfor...**: Shows a person icon with a clock.
- 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 cross.
- Performance**: Shows a person icon with a chart.
- Total Rewards**: Shows a pie chart icon.

At the bottom of the dashboard, there is a teal footer bar with three small white dots and a circular icon on the right.

Step 1:

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

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**

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

Previous **Next**

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

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

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