

# 2019 EMS Online Open Enrollment

January 1, 2019 marks the renewal of your employee benefit plan program.

The EMS Employee Portal will be a one-point resource center to elect coverage for your 2019 benefit package.

The elections you make during 2019 Open Enrollment will remain in place throughout the new plan year, unless you experience a qualifying change in family status. If you have a qualifying event mid-year, you may make changes to your benefits within 30 days of the event. You will complete mid-year changes online through the Employee Portal, similar to completing the Open Enrollment event.

Please refer to this short guide on how to access the upcoming 2019 Open Enrollment event.

## EMS Open Enrollment Quick Guide

- Access [www.cbizems.com](http://www.cbizems.com) to log in to the Employee Portal Homepage
- Enter your User ID and Password. If you do not know your account information, please click on *"First Time User? Forgot or want to reset your password?"* link. The system will prompt you to enter your SSN and date of birth to verify your identity. The system will then advise you of your account credentials.
- Once you have logged in, navigate to the Change Events module and select *"Begin Event"* link (per screen shot below) to commence the enrollment process. Please note, the Open Enrollment link as seen below will only be activated during the active Open Enrollment window. You will not have access to the Open Enrollment event outside of this enrollment window.

Review information on each tab, beginning from “*Instructions*” through “*Confirmation*” tabs below. Please click “*Save and Continue*” through each tab and submit this event to complete your online enrollment.

- Should you wish to make changes to personal information, dependent, beneficiary and/or emergency contacts, you will be allowed the opportunity to do so on the tabs shown above.
- Under “*Benefits*” tab, you will choose to elect a different plan, coverage level, or waive elections.
- Please complete the enrollment process and submit your enrollment on the “*Confirmation*” tab.
- You will receive a notification via email when the event is reviewed and processed by your Human Resources Department.

**Please contact the Human Resources Department if you have any questions.**