Click on the Link to Log In: <u>HR-Self-Service</u>

• Select your Network

When you login, your screen will display these "Tiles."

Click on Benefit Details

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Click on Benefits Enrollment

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Click on Re-Elect

This will take you to all of the benefits offered by City Colleges

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- Dependent/Beneficiary Info	Benefits Enrollment	Benefits Enrollment						
o Benefits Enrollment	After you initial enrolment, the only time you may change your benefit choices is during open enrolment or a qualified family status change The information icon provides you with addoorsi information about your enrolment.							
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Click on each of the Benefit Tiles to select your benefits

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Once you're done selecting your benefits, click "Done" at the top right-hand corner of the page, this will take you back to the main page.

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Once you complete all of your benefit elections, click "Submit Enrollment"

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After clicking Submit Enrollment

Your 2023 benefit elections are now finalized.