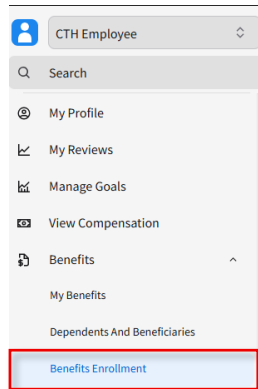


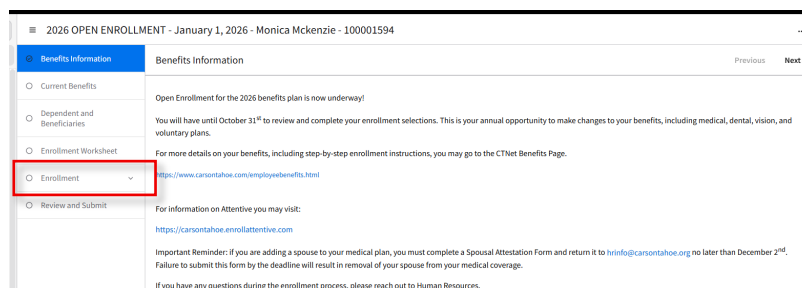
How To Enroll in Benefits for Open Enrollment

Wednesday, October 1, 2025, through Friday, October 31, 2025

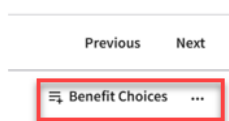
1. Log in to Infor, then click on Benefits > Benefits Enrollment from the menu on the left-hand side.



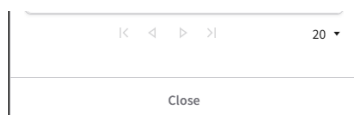
2. You'll be taken to the enrollment screen. Click the enrollment arrow to expand the menu, then navigate through each tab on the left hand side.



3. On each tab, click on the Benefit Choices option located in the upper-right corner. *If there is a benefit option you do not wish to enroll in, you must waive the coverage within that section.*



4. After making your selection, click on the Close button.



5. Select the plan you want to choose, either Employee Only, Employee + Spouse, Employee + Child(ren), or Employee + Family.

6. If you are selecting any option other than only Employee, you will be prompted to enroll your dependent(s). Click on Enroll Dependents. Use the new page to select the dependents you wish to enroll. *Your dependents should have carried over from when you entered them on the previous tab.*

Benefit Choices ...

Selected Plan ⓘ

Minimum number of dependents not selected; Please select at least 1

Enroll Dependents Withdraw View Details

7. After selecting dependent(s), Save and Return to continue your enrollment.

Save And Return To Enrollment ...

Add ⓘ

Please Note: If you are enrolling a spouse, a Spousal Attestation Form must be completed and submitted to HR by Tuesday, December 2, 2025, in order for your spouse to be covered under your plan.

8. Once you have finished electing or waiving benefits in each section, you will click on the Submit button.

Review and Submit

Submit Your Enrollment

Submit

9. Type your signature (first name and last name) and enter the current date, then click the Submit button.
Please Note: Do not forget to click Submit!

Signature

Date

Cancel Submit

10. After submitting your elections, click on view confirmation and save it for your records.

Confirmation

Click View Confirmation to print out confirmation of plans selected

View Confirmation