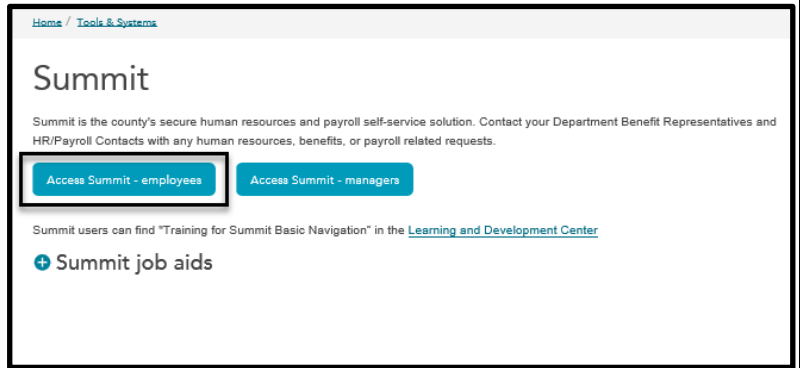


Getting Ready

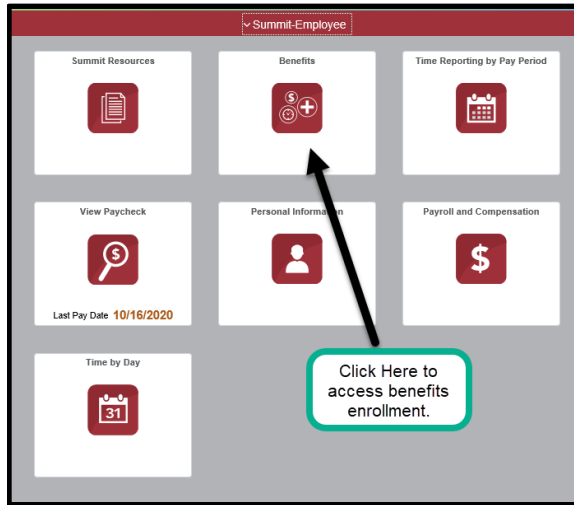
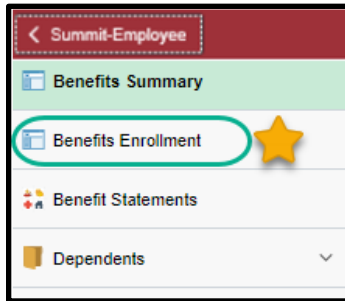
- ⇒ Review your [Open Enrollment materials](#)
- ⇒ Ask your Department Benefits Representative if you have any questions about your benefit options
- ⇒ To facilitate your enrollment, use the [Benefits Enrollment Worksheet](#) to note your election choices **BEFORE** you log on to Summit to avoid timing out in the system before you have saved/submitted your choices

To Start

- Summit is accessible from the RamseyNet Homepage Popular Links and the County Homepage at www.ramseycounty.us (Select For Employees at bottom of page). You will need to be enrolled in [Multi-factor Authentication \(MFA\)](#) in order to access MySummit outside of the County's network.



- Select the Benefits tile on your Homepage
- Select Benefits Enrollment from the menu.



- Select **Start** to view and/or change your election options and submit your enrollment.

Your Benefit Events				
Event Description	Event Date	Event Status	Job Title	
Open Enrollment	01/01/2021	Open	Program Specialist	Start

Reviewing and completing benefit elections.

- Visit each step within the Open Enrollment event to review personal, dependent and benefits information.
- The step **2021 Open Enrollment** is the section where you will complete your elections for the coming year.

Open Enrollment Details
 Visited

Review Personal Information
 Not Started

Review Dependent Information
 Not Started

2021 Open Enrollment
 Not Started

Review Benefits Statements
 Not Started

Summary
 Not Started

- In the **2021 Open Enrollment** step, select **Review** in each section to update/select your elections.

Benefit Plans

Plan Type	Current	New	Dependents or Beneficiaries	Cost	Status	Actions
Medical	Medical Full-time Before Tax	Medical Full-time Before Tax	0 Dependents	\$128.88	Pending Review	<input type="button" value="Review"/>
Dental	Tiered Dental Full Before Tax	Tiered Dental Full Before Tax	1 Dependents	\$41.31	Pending Review	<input type="button" value="Review"/>
Health Care Reimbrsmt Prgrm	Waive	No Coverage		\$0.00	Pending Review	<input type="button" value="Review"/>
Dependent Care Reimbrsmt Prgrm	No Coverage	No Coverage		\$0.00	Pending Review	<input type="button" value="Review"/>
Optional Employee Life	Optional Life \$60,000	Optional Life \$60,000	0 Beneficiaries	\$3.00	Pending Review	<input type="button" value="Review"/>
Spouse Life	Waive	Waive		\$0.00	Pending Review	<input type="button" value="Review"/>
Optional AD/D	Optional AD/D \$60,000	Optional AD/D \$60,000	0 Beneficiaries	\$1.50	Pending Review	<input type="button" value="Review"/>
Dependent Life	Dependent Life 20,000 \$20,000	Dependent Life 20,000 \$20,000	0 Dependents	\$3.60	Pending Review	<input type="button" value="Review"/>
Optional Long-Term Disability	Waive	Waive		\$0.00	Pending Review	<input type="button" value="Review"/>
Short-Term Disability	Short Term Disability 30 Day	Short Term Disability 30 Day		\$24.46	Pending Review	<input type="button" value="Review"/>

- If applicable based on the benefit plan options, select any dependents you wish to enroll and/or add new dependents using the **Add/Update Dependents** button.

Enroll Your Dependents

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

Dependents	Relationship
<input checked="" type="checkbox"/> Jackie Smith	Spouse
<input type="checkbox"/> Julie Smith	Child

- Click **Select** next to the plan you wish to enroll in. If applicable based on the benefit plan options, you will only be able to select a family plan option if you have previously selected a dependent above. To enroll in single coverage, unselect any dependents. To view all available plan options, select the **Overview of All Plans** button.

▼ Enroll in Your Plan

The Family cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select corresponding to each plan option.

Plan Name	Before Tax Cost	After Tax Cost	Cost Total
<input type="button" value="Select"/> Medical Full-time Before Tax	\$335.57		\$335.57
<input type="button" value="Select"/> Medical Full-time After Tax		\$335.57	\$335.57
<input checked="" type="checkbox"/> Waive			\$0.00

[Overview of All Plans](#)

- Select **Done** in the upper right-hand corner to confirm your selection and return to the Benefits Enrollment page.

Benefit Plan Reference Guide for more information on the plan. Dependent

your medical insurance coverage during a plan year unless the change is on

Reference Guide for more information on the definition of dependent.) If you wish click the checkbox next to the dependents you wish to cover. If you uncheck all

to select. To see other coverage costs for individual plans, select the help icon

- Once you have completed your open enrollment selections, you may review your elections in Enrollment Summary by selecting **Review Enrollment**. Once satisfied, select **Submit Enrollment**.

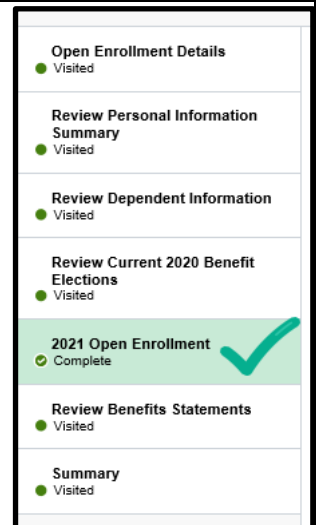
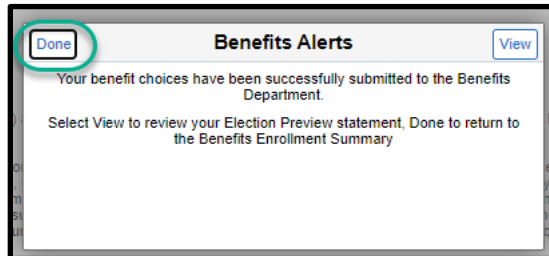
▼ Enrollment Summary

Status **Submitted**

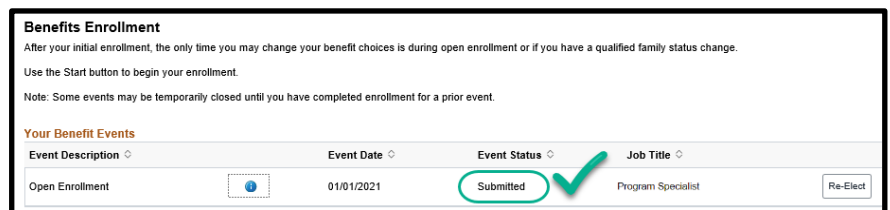
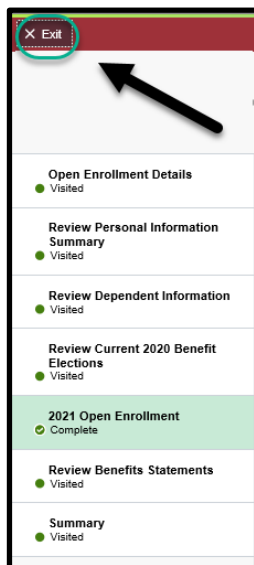
I hereby apply for, request change in, or decline coverage(s) as indicated above. I have read the Plan Reference Guide.

I authorize payroll deduction for my share of the premiums for any coverages selected. I authorize to give the carriers I have selected (or their authorized agents), upon request, any information regarding any person included under such coverage, whenever such information is considered necessary for federal statutes or for case management. I understand that such information may also be required to identify the individual. I also authorize the use of Social Security Numbers of myself and my dependents as required by insurance carriers.

- You may receive error or warning messages. Read these carefully and follow any instructions.
- Your enrollment has now been completed. Select **Done** to return to the Benefits Enrollment Summary. The status of the 2021 Open Enrollment event will change to **Complete**.

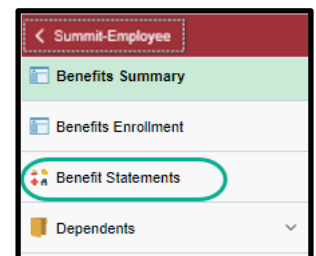


- Select **Exit** in the upper left-hand corner to leave the activity guide. You will see the status of your event has successfully changed to **Submitted**.



Recording and Confirming Your Benefits Elections

- Use the Benefits Enrollment Worksheet to record your benefit choices.
- Compare your worksheet to the Benefits Enrollment Confirmation Statement, which will be available online in Benefits Statements as soon as your open enrollment elections have been processed by the benefits department. If you see any discrepancies, you should note the correction on the Confirmation Statement, attach a copy of your Benefits Enrollment Worksheet, and return it to Human Resources.



Questions?

⇒ Contact your [Department Benefit Representative](#) if you have questions about benefit plan options or the online enrollment process.