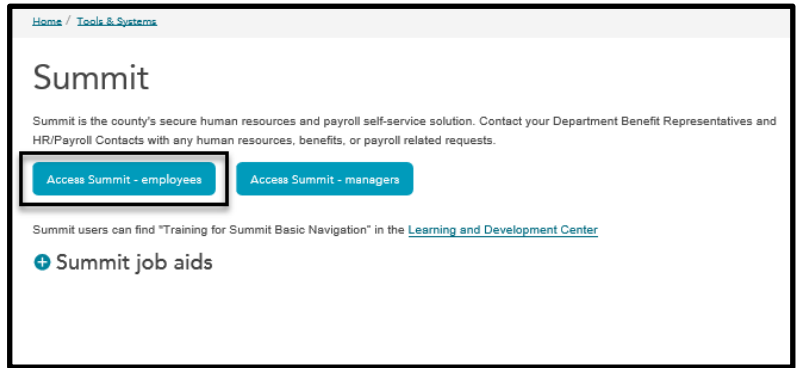


**Getting Ready**

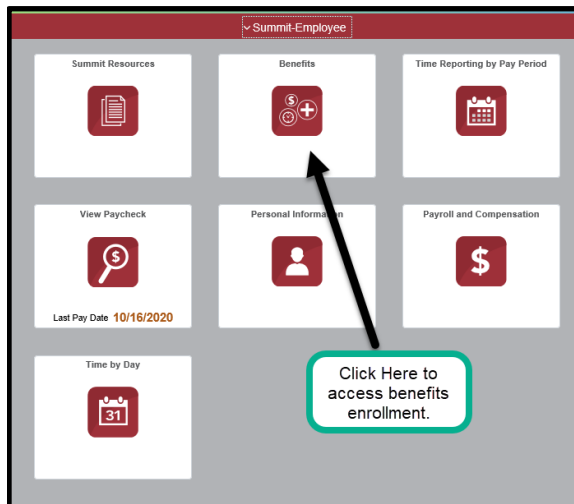
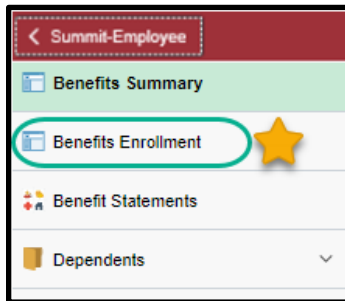
- ⇒ Review your [Open Enrollment materials](#)
- ⇒ Ask your Department PBTAs if you have any questions about your benefit options
- ⇒ To facilitate your enrollment, use the [Benefits Enrollment Worksheet](#) to note your election choices **BEFORE** you log on to Summit to avoid timing out in the system 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](http://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	01/01/2024	Open	CCS Capability Manager	<b>Start</b>

Reviewing and completing benefit elections.

- Visit each step within the Open Enrollment event to review personal, dependent and benefits information.
- The step **2024 Open Enrollment** is the section where you will complete your elections for the coming year.

Open Enrollment Details

- Visited
- ▶ Review Personal Details
  - Not Started
- Review Dependent Information
  - Not Started
- 2024 Open Enrollment** ★
  - Not Started
- Review Benefits Statements
  - Not Started
- Summary
  - Not Started

- In the **2024 Open Enrollment** step, select **Review** in each section to update/select your elections.

Benefit Plans

Plan Type	Current/Default	New Plan Election	Dependents or Beneficiaries	Cost	Status	Actions
Medical	Med Broad Before Tax	Med Broad Before Tax	0 Dependents	\$22.04	Pending Review	<input type="button" value="Review"/>
Dental	Open Dental Full Before Tax	Open Dental Full Before Tax	0 Dependents	\$18.78	Pending Review	<input type="button" value="Review"/>
Vision	No Coverage	Waive	0 Dependents	\$0.00	Pending Review	<input type="button" value="Review"/>
Health Care Flex Spend Account	Health Care Flex Spend Account	No Coverage		\$0.00	Pending Review	<input type="button" value="Review"/>
Dependent Care Expense Account	No Coverage	No Coverage		\$0.00	Pending Review	<input type="button" value="Review"/>
Health Savings Account	No Coverage	Waive		\$0.00	Pending Review	<input type="button" value="Review"/>
Optional Employee Life	Optional Life \$70,000	Optional Life \$70,000		\$16.80	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 \$70,000	Optional AD/D \$70,000		\$0.81	Pending Review	<input type="button" value="Review"/>
Dependent Life	Waive	Waive		\$0.00	Pending Review	<input type="button" value="Review"/>
Optional Long-Term Disability	Optional Long-Term Disability	Optional Long-Term Disability		\$19.98	Pending Review	<input type="button" value="Review"/>
Short-Term Disability	Short Term Disability 90 Day	Short Term Disability 90 Day		\$15.25	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 type="checkbox"/> Remington Gee Monroe	Other 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 tiered 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.

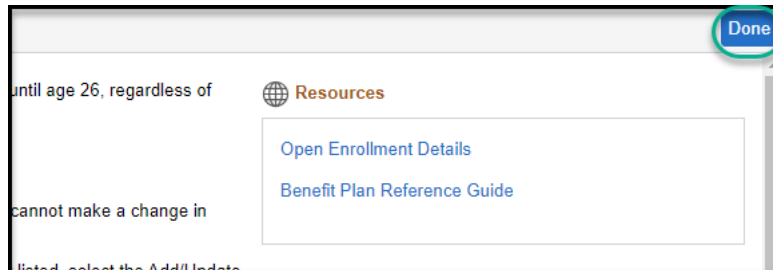
**Enroll in Your Plan**

The Single 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.

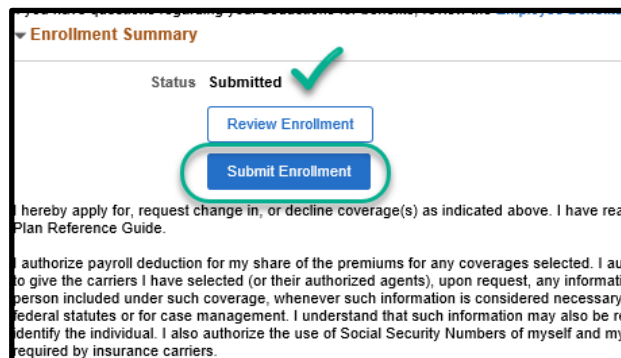
	Plan Name		Before Tax Cost	After Tax Cost	Cost Total
Select	Med Preferred Plan Before Tax	i	\$24.39		\$24.39
Select	Med Preferred After Tax	i		\$24.39	\$24.39
Select	Med Broad Before Tax	i	\$22.04		\$22.04
Select	Med Broad After Tax	i		\$22.04	\$22.04
✓	Med High Deduc. Before Tax	i	\$18.86		\$18.86
Select	Med High Deduct. After Tax	i		\$18.86	\$18.86
Select	Waive				\$0.00

[Overview of All Plans](#)

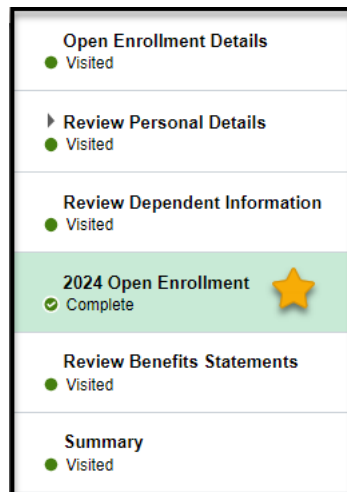
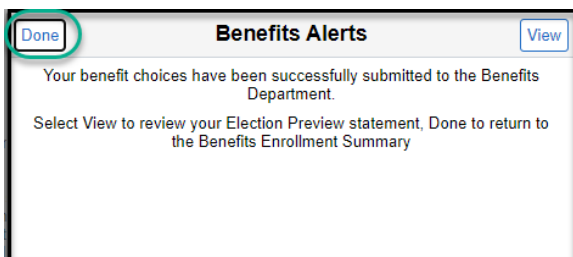
- Select **Done** in the upper right-hand corner to confirm your selection and return to the Benefits Enrollment page.



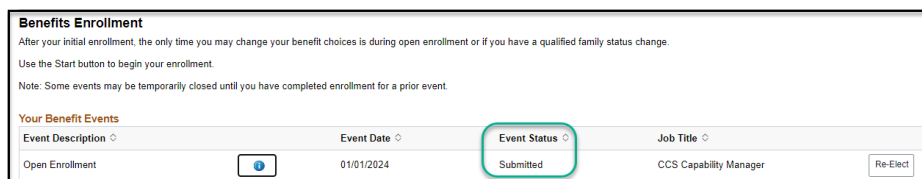
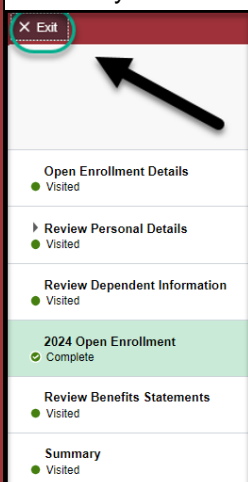
- Once you have completed your open enrollment selections, you may review your elections in Enrollment Summary by selecting **Review Enrollment**. Once satisfied, select **Submit Enrollment**.



- 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 2024 Open Enrollment event will change to **Complete**.

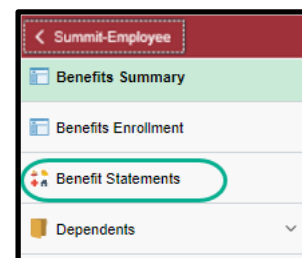


- Select **Exit** in the upper left-hand corner to leave the activity guide. You will see the status of your event has successfully changed to **Submitted**.



### 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 PBTA](#) if you have questions about benefit plan options or the online enrollment process.