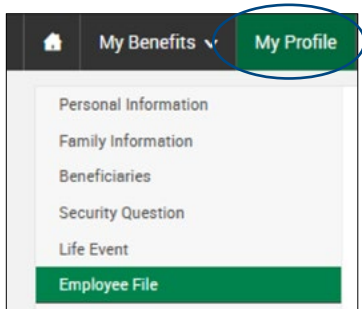
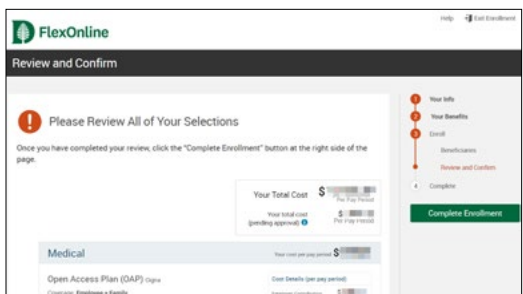
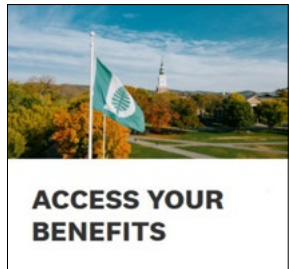




Eligibility and Enrollment (cont'd)

How To Enroll Online

To enroll in or make changes to your benefits elections, access the FlexOnline benefits page:



1. Go to dartgo.org/benefits2023. Click on **Access Your Benefits**.
2. Enter your **Single Sign On** (SSO) ID and password. (HINT: This is the same ID and password you use for email.) If you have forgotten your ID or password, follow the instructions on the Web Authentication page to retrieve them.
3. Your enrollment window will be at the top of the screen. Click on the green **Start Your Enrollment** button.
4. Review the **EMPLOYEE INFORMATION**, then click **CONTINUE**.
5. Review and update your **FAMILY INFORMATION** then click **CONTINUE**.
6. Answer a few **QUESTIONS** about benefit eligibility then click **CONTINUE**.
7. On the **OPEN ENROLLMENT** page, you will add/remove coverage, add/remove dependents from coverage and/or change plans.
8. Use the new, interactive **ASK EMMA** tool to help with the decision making process, and to learn more about each benefit. (See [page 17](#) to learn more!) When finished making all of your changes, click **CONTINUE**.
9. Review and update your life insurance beneficiaries if needed on the **BENEFICIARIES** page, then click **CONTINUE**.
10. **REVIEW & CONFIRM** your choices, then click the **COMPLETE ENROLLMENT** button.
11. Once you receive the message that your enrollment is complete, your elections will be saved. **Please PRINT and SAVE a copy of the confirmation page for your records.**
12. Don't forget your dependent verification, by clicking on **MY PROFILE** off the main menu and then selecting **EMPLOYEE FILE**. You may upload documentation here.

For additional assistance using FlexOnline, please use the step-by-step Navigation Guide at dartgo.org/oenavguide.

You may continue to log in and make changes to your 2023 elections until 11:59pm on Monday October 31, 2022. **Changes cannot be made after October 31, 2022.**