

Step by Step Open Enrollment Instructions

Before you begin your open enrollment, review the 2026 Benefits Guide and gather information on dependents that you may be adding for the first time (SSN and date of birth required).

1. Login to myEKU between **October 15-29, 2025**.
2. Under the Employee Menu, click Benefits Enrollment.
3. A consent message will pop up. Read and click I Consent.
4. A reminder to Save when you are finished will pop up. Click Ok.
5. You have arrived at the Home page. Read the Instructions. Keep in mind, you will review each tab on the lefthand menu. The Benefits Guide is also available to click on.
6. Review your information on the Home Address tab and update as needed.
7. Review your Family Members on the Family tab. This list drives who is eligible for coverage. You want to make sure this list is updated before you move on to the Elections page. To add a new dependent, click the green button New Family Member. Complete all fields, then click Ok. If there is a dependent listed that should not be active for insurance or life insurance beneficiary purposes, please contact the Benefits Team at 859-622-5094, option 5.

This is a list of your family members on file with the Benefits Office. These individuals may or may not be eligible for coverage.

★ Employee	Individuals with the ★ icon are eligible for coverage.
★ Dependents	Individuals with the ☆ icon are ineligible for coverage but may be a beneficiary for life insurance purposes. Life insurance beneficiaries cannot be changed via open enrollment.
+ New Family Member	To add a dependent for coverage, click the + icon. To edit a dependent, click on the dependent's name.

Please contact the Benefits Team at 859-622-5094, option 5 if you need to inactivate a dependent, alter sponsored dependent coverage or change life insurance beneficiaries.

8. Next, review the Elections page which has a listing of all benefit options. Click the title of the benefit to choose your option. Your current plan will be noted within each benefit. When you have made your selection, click the green OK button.

Click each benefit below to change or elect.

Health, Dental, Vision

Anthem Health Insurance

Delta Dental Insurance

Vision Insurance

Click on each benefit that you would like to change or elect. Once you have clicked OK, you will be back on the Elections page. You will see the per pay amount for the benefit on the right-hand side.

Flexible Spending & Health Savings Accounts

If you wish to renew any of the options below for the
MUST click on the benefit and enter the total annual

Dependent Care Assistance Plan

Medical Reimbursement Flex Spending Account

Employee Health Savings Account

If you wish to contribute to a flexible spending or health savings account, you **MUST** click on the benefit and type in your **annual amount** and click OK. Your current amount will **NOT** rollover.

9. When you are finished updating your elections, click the right navigation arrow at the bottom of the page or the Save tab across the top menu.



When finished making changes/elections, click the Save tab on the top menu or click the arrow to continue.



10. If you elected a health plan, you will be asked about tobacco/vape use. If you elected the Consumer Driven Health Plan/HSA you will be asked to agree to HSA terms. PLEASE READ THE ELIGIBILITY INFO. Click the blue button Save and Finish. **Your elections will not be saved unless you complete this step.**

You will receive an **email confirmation** from IT.App@eku.edu with a summary of your benefit elections. Please review for accuracy. The email will contain a link back to Benefits Enrollment if you need to make a change. Changes can be made through the end of the open enrollment period. You will receive an email confirmation each time.