

Step by Step Open Enrollment Instructions

Before you begin your open enrollment, review the 2027 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 20-November 3, 2026**.
2. Under the Employee Card, 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 carefully. Keep in mind, you will review each tab on the lefthand menu. You can also access the Benefits Guide.
6. Review your information on the Home Address tab. If you need to update, click the link to myEKU.
7. **Answer the question about spouse eligibility. This is required before you move on.**
8. 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 yellow 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. (Examples would be ex-spouse, deceased family member; not current spouse or dependents)
9. Next, review the Elections page which has a list 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 teal OK button. To cancel coverage, click the yellow Drop Coverage button.
10. **Special note regarding health insurance: If you are currently covering your spouse on health insurance but marked that your spouse has access to health insurance through their employer, then you will need to click on Anthem Health Insurance and make a new election.**
11. When you have finished updating your elections, click the right navigation arrow at the bottom of the page or the Save tab on the lefthand menu.
12. 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 yellow 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.