Online Open Enrollment

Begins: Monday, October 12, 2020

Ends: Friday, October 30, 2020 (midnight)

Table of Contents

Accessing OberView.................................................................2

Online Benefits Enrollment and/or Charitable Donations ..........3-9

Benefit/Donation Statement......................................................10-11
ACCESSING OBERVIEW

To access OberView, click [here](#) and Select Open Enrollment

Sign in using your Obie ID and Obie ID password

**Enter your Obie ID and Password**

ObieID

Password

Login

**Need Help?**

- Forgot your Obie ID or Password?
- For help with password resets or login issues, contact the CIT Help Desk at 440-775-8197 or cit@oberlin.edu

**What is single sign-on (SSO)?**

Single sign-on (SSO) allows you to sign on with your Obie ID and gain access to multiple applications and services. This means you'll have fewer passwords to remember and have to log in less frequently. All of the applications available through OberView use single sign-on and more services will be added over time.

**Do Not Bookmark This Page**

Single sign-on works by authenticating your Obie ID and password and then redirecting you back to the service you came from. If you bookmark this page, Oberlin's single sign-on software (called Shibboleth) won't know which service to send you back to, and will display an error.

**Keep Your Account Secure**

To protect your privacy, **completely exit your web browser when finished**. Remember that because many Oberlin applications are now single sign-on enabled, leaving your browser window open gives others access to all of your Oberlin applications.
Click on: Start Open Enrollment.

To add, stop or change your options, click on each category listed under Group.
After you have selected the benefit, you will have the option to change each benefit option or stop the benefit.

To do so, click on the name of the benefit.

Update your selection if you are changing. Update your select if you are changing who will be covered on your plan then click **Submit Change**.

Click **STOP BENEFIT** if you do not wish to continue this benefit. Then **Submit Change**.

Select **Open Enrollment** to continue.
For Flexible Spending Account options, enter **BOTH** the monthly and annual goal here.

To calculate multiply your monthly amount by 12. This will give you an annual goal. Your annual amount MUST be calculated based on a **12 month period**.

Then click **ADD CHOICE**.

After you have completed your selection amounts, **CLICK Open Enrollment**.

If you need to re-calculate, click **Restart**. After you are done updating your calculations, click **Open Enrollment**.
To donate to Oberlin College or charitable organization through payroll deduction, click Miscellaneous Group and select the organization of your choice.

- Input your monthly donation
- Input your annual donation

Click on: Add choice

(If you wish to donate to more than one main organization, repeat the above process.)

TO CONTINUE TO ENROLL FOR OTHER BENEFITS ONLINE, select Open Enrollment

The system redisplay the Open Enrollment page with the selections/changes itemized. Make your elections, if applicable.
(Skip this step if you are not electing benefits online.)

To save, benefit/donations elections, click the Open Enrollment button, and then click Complete as shown on next page.
To finalize your open enrollment elections, CLICK COMPLETE.
“My Benefit Statement” will be preselected. Click Select for Benefit Statement criteria.

Click on the drop down button and select Jan 01, 2021, if you are paid monthly or biweekly to display your elections for the upcoming year.

Please print the benefit/donation statement for your records.

EXIT
Click Exit to log out of PRESTO.
**Additional Information** To make changes:

a. Click on **Submit Change** to update the selected benefit/donation and to display the Open Enrollment Group page with the benefit/donation changes

b. Click on **Stop Benefit** to stop benefits/donations

c. Click on the **Cancel Choice** button to reset all your selections to the prior selections. *(You will see this choice if you have made prior changes)*

To restart, click **Restart** to return to the Open Enrollment page **without saving** your changes. This will reset your selections to the prior year.

Click **Complete** for your **changes to be saved** to the Human Resources Information System.

**Benefit Statement**

The on-line employee **Benefit Statement** button merges all related benefits information, **including your donations**, into a single online benefit statement that is synchronized. Please print for your records.

If you wish to make further changes, you will have the option to “**Reopen Open Enrollment**” by clicking on the applicable link.

Thank you for enrolling for benefits and/or donating online.