Open Enrollment is available from **October 30 - November 10, 2017**. All full-time employees must go into BannerWeb and elect their benefits for 2018.

If you are **not making any changes to your benefit selections or dependent coverages** from last year **and** you do not plan to have a Flexible Spending Account for 2018, please complete the following steps:

1. Log into [BannerWeb](#).
   a. If you cannot remember your password, please contact the Help Desk at (804) 287-6400 or email [helpdesk@richmond.edu](mailto:helpdesk@richmond.edu).
   b. If you have not accessed BannerWeb recently, you may be asked to update your Emergency Contact information – update the information, click **Submit**, then click **Continue**.

2. Click on **Employee**.

3. Click on **2017 Open Enrollment**.

4. Read the **Responsibility Statement**, and then click **Accept and Continue**.

5. **Click Step 1 - Review Current Benefit Statement**.
   a. Review your current benefits, then scroll to the bottom of the page
   b. Click **Return to Open Enrollment Menu**.

6. **Click Step 2 - Update or Confirm Benefits for 2018**.
   a. Click **Start** or **Make Changes to Benefit Selections**
   b. Click **Finished Making Benefit Selections**
   c. Click **Benefit Selection Complete**

7. **SKIP Step 3 - Assign Coverage to Yourself and Your Dependents**

8. **Click Step 4 - Dependent Certification**.
   a. After reviewing the dependent certification, **enter your initials**
   b. Click **Submit/Confirm**.
   c. Click **Return to Open Enrollment**.

9. **Click Step 5 - Verify Accuracy and Confirm 2018 Benefits**
   a. Click **Print 2018 Benefit Statement**
      - Review your 2018 benefit statement to ensure that your selections have been submitted.
   b. Click **Print Benefit Statement** to print a hard copy of your benefit statement.