1. From the 1GX launchpad, click the **Profile** tile.

2. Navigate to the **MY BENEFITS** tab.

3. Click **Go to Benefits** to see your open enrollments.

4. On the **Benefits** page, click the **ENROLLMENTS** tab.

5. Click the **Select Benefit** button.

6. From the **Event Reason** drop-down menu and **Reason for Change** drop-down menu, select the **Open Enrolment (OE)** option.

7. Populate all mandatory fields in the **Insurance Enrollment** section.
8. If required, click the Add Enroll Dependents button to add dependents to the benefit.

9. Click the plus icon to attach any supporting documents if required.

10. Click the Add to Cart button.

11. Click the cart icon to view your cart.

12. Click the Enroll button.

13. In the successful enrollment pop-up window, click View Benefits Confirmation Statement, to view the benefits confirmation statement, or click the Close button.