

HOW TO ENROLL FOR BENEFITS

Please access the enrollment website at <https://compass.empyreanbenefits.com/COT> to choose, review and update your benefit elections.

Benefits 2020

- Compass is the system to enroll and maintain your benefits
- You are required to enroll for all of your benefits during New Hire Enrollment or your coverages for 2020 will default to decline.
- The New Hire enrollment period is 30 days from your date of hire

Preparing for Enrollment

You will need to enter all your dependents and beneficiaries into the system. Make sure you have all your dependents and beneficiaries' dates of birth and social security numbers available when you enroll.

Additional information on the benefits being offered as well as the 2020 Benefits Guide can be found on the City of Tulsa Benefits web page at www.cityoftulsa.org/2020Benefits.

Register for an Account

You will need to **register** for an account to enroll. You will choose a userID and password. Please keep this in a secure place. We do not have access to retrieve your userID or password.

After you Register you will have access to the **Let's get started!** Page.

Click on: **Change your Current Benefits**

This will take you to:

About You the Employee

- This is an overview of your personal information.
- Click on '**I'm Done Reviewing My Information**' on the right side of the screen to continue or '**Go Back To My Dashboard**' to make changes.

The next screen will be:

My Family

Review your dependent information. (spouse and children)

- You may cover your children under benefits up to age 26 regardless of marital, student or tax status. Coverage terminates at the end of the month in which your child turns age 26.

- If you wish to cover dependents, you will need to add them to the desired plans(s) and certify they are your eligible dependents as you progress through each enrollment screen.
- Click on **'I'm Done with Dependents'** to proceed or **'Back to Previous Page'** to make changes

Select Your Benefits!

- Each selection is set to **Decline** by Empyrean.
- It is up to the employee, to change it and elect your benefit or leave selection as **Declined**.
- To make elections, select the benefit in the order that it is presented.
- Click **I'M DONE WITH MY ELECTION** then **SAVE MY ELECTION** and the screen will progress to the next benefit.
- If you need to go back and make a change click on **BACK TO PREVIOUS PAGE**.

"Repeat this process until you get to the end of the benefit enrollment screens."

Next:

Choose My Beneficiaries

- Enter in beneficiary Name, DOB, SSN
- Choose if primary or contingent
- Choose percentage
- Click **I'M DONE WITH MY ELECTION** then **SAVE MY ELECTION** and the screen will progress to the next screen

If your enrollment is complete hit submit my elections and Accept. You should get a confirmation screen and number. Please print your confirmation page or write down your confirmation number.

If you have any questions, please contact insurance@cityoftulsa.org.