

Employee Personal Information and Phone Numbers

Step	Action
1.	Click the Next >> button at the bottom of the screen. 
2.	On some screens you will see an Exit button. Clicking on Exit will end your Open Enrollment process. Warning: If you exit before completing the Open Enrollment process your changes to that point will not be saved, and you will have to start over from the beginning.
3.	On the Employee Personal Information screen your name, employee number, and tax ID (social security number) are displayed in the top window. This screen is for informational purposes only. No changes can be made.
4.	Click the Next >> button. 
5.	On the second screen of Employee Personal Information your address will be displayed. Again, this screen is for informational purposes only.
6.	Click the Next >> button. 
7.	Next you will review your phone numbers on record and make any necessary changes.
8.	Click the Next >> button at the bottom of the screen. 
9.	If you have gone through the Open Enrollment process before and you had entered your phone numbers, those numbers will be displayed. You can either edit existing phone numbers or enter new ones. To enter a phone number type the area code (402 for example) in the Prefix field, the phone number in the Number field, and select the type of number from the Type of Phone Number drop down. When you enter your phone number(s) be sure not to use hyphens (-) or spaces.
10.	After reviewing or editing your numbers click the Next >> button. 
11.	You have completed this lesson. End of Procedure.