

Getting Started

Step	Action
1.	<p>To begin you will need to go to the following website: EDGE.NE.GOV (do not use www in front of the address).</p> <p>Then click the Click Here to Complete Open Enrollment button.</p>
2.	<p>A new browser window will open. Prior to signing in maximize the new browser window by clicking the Maximize/Restore button of the new browser window.</p> <p>Note: If you do not maximize the browser window prior to signing in the application may not display correctly. If that happens simply refresh your browser window by pressing the F5 button on your keyboard.</p> 
3.	<p>You will be prompted to sign in. Enter your EnterpriseOne User ID into the User ID: field.</p> <p>Note: If you do not know your EnterpriseOne User ID you will need to contact the Help Desk at 402-471-4636 or 1-800-982-2468.</p>
4.	<p>Click in the Password: field.</p> 
5.	<p>Enter your EnterpriseOne password into the Password: field.</p> <p>Note: If you do not know your password you can click on the forgot password? button at EDGE.NE.GOV or you can contact the Help Desk at 402-471-4636 or 1-800-982-2468.</p>
6.	<p>Note: When you sign onto EnterpriseOne you will need to be sure you type your User ID and your password correctly. If you enter it incorrectly three times in a row the system will disable your User ID. If your User ID is disabled contact the Help Desk (402-471-4636 or 1-800-982-2468) to restore it.</p>
7.	<p>Click the Sign In button.</p> 
8.	<p>The first screen of the Open Enrollment process displays important information about Open Enrollment. When going through Open Enrollment you should read through all of the information available on this page.</p>
9.	<p>In addition, there is a link to the "Options Enrollment Guide". If you click on this link it will open a new window and display the Options Enrollment Guide.</p>

Step	Action
10.	<p>As you go through Open Enrollment you will need to use the Navigation buttons.</p> <p>The Next button will take you to the next step of the Open Enrollment process. <u>This button can only be found at the bottom of each page.</u></p> <p>The Previous button will take you to the previous page you were on.</p> <p>Warning: DO NOT use the navigation buttons of your browser while in Open Enrollment.</p>
11.	<p>When finished on the first page click the Next >> button at the bottom of the screen.</p> 
12.	<p>The next screen lists the steps of Open Enrollment. The black arrow tells you which section you will be going to next.</p>
13.	<p>In addition there is helpful information listed detailing where you can find online help, information about waiving coverage, life insurance, long-term disability and accidental death and dismemberment coverage, and employee responsibility.</p> <p>When going through the Open Enrollment process please be sure to read this information before proceeding.</p>
14.	<p>Click the Next >> button at the bottom of the screen.</p> 
15.	<p>You have completed this lesson.</p> <p>End of Procedure.</p>