

# **Open Enrollment**

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# Table of Contents

<b>Open Enrollment.....</b>	<b>1</b>
<b>Open Enrollment Overview .....</b>	<b>1</b>
<b>Open Enrollment Process - Step by Step .....</b>	<b>1</b>
Getting Started .....	1
Employee Personal Information and Phone Numbers .....	6
Current Elections .....	10
Dependent List.....	12
Health Care Selections.....	17
Flex Spending Accounts .....	20
Preview and Confirm Benefit Changes.....	23

## Open Enrollment

### Open Enrollment Overview

You will go through an Open Enrollment event once a year to select Benefits for the coming year. You can choose plans appropriate for you or you can elect to waive any or all of the Plans.

At the end of the Open Enrollment process, you will have a confirmation statement with an electronic signature to show and confirm your elections.

- **Disclaimer:** The benefit plans and rates included in these lessons are NOT the actual plans and rates you will be choosing when you actually go through Open Enrollment. All examples contain fictitious characters and are not based on actual people.

### Open Enrollment Process - Step by Step

The following lessons will take you through the Open Enrollment process step by step. As you go through each lesson you will be instructed on the steps and options available to you in the Open Enrollment process. The purpose of these lessons is to give you an overall understanding of the Open Enrollment process. The names, information, and selections used in these lessons are only used as an example. When you go through the live Open Enrollment process you will need to make your own selections, and this Training Guide should only be used as a guide.

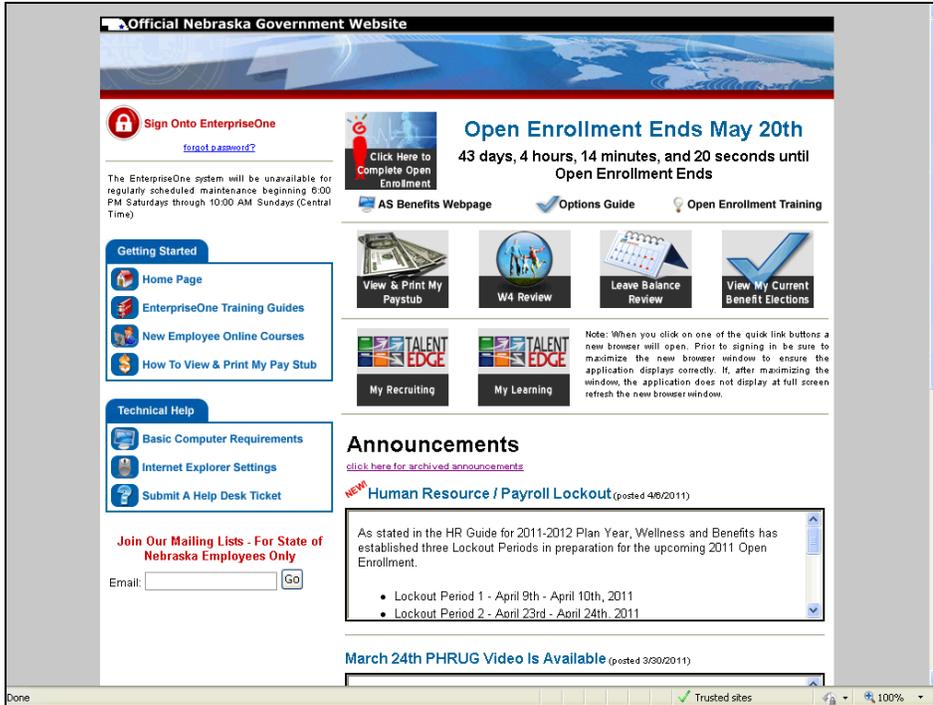
### Getting Started

#### Procedure

This lesson is a start to finish training experience for Open Enrollment. It will give you insight into what you can expect when going through Open Enrollment.

# Training Guide

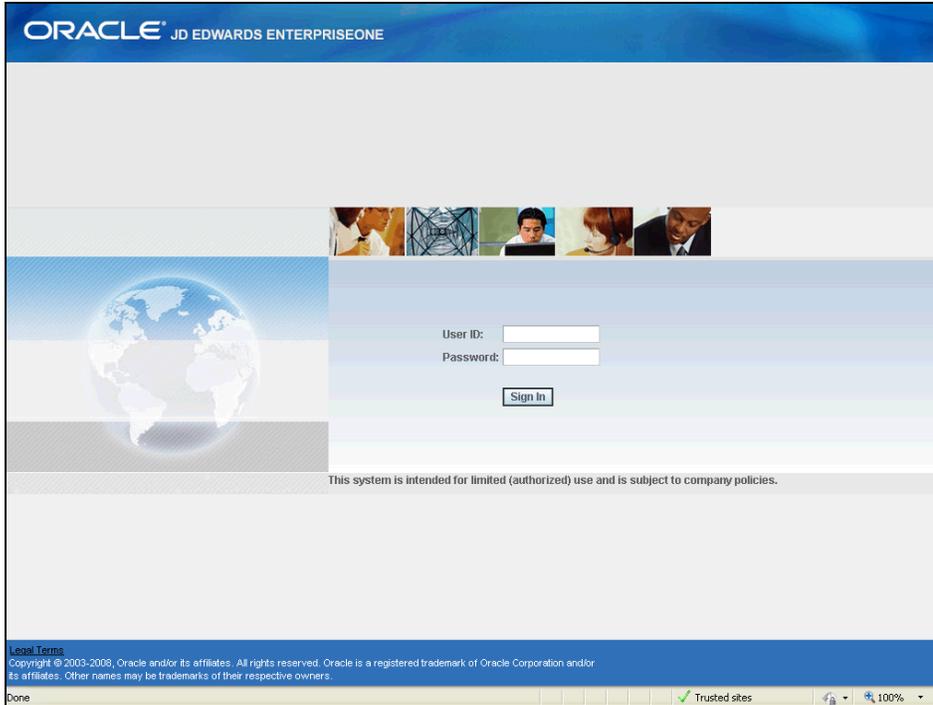
## Open Enrollment



Step	Action
1.	<p>To begin you will need to go to the following website: <b>EDGE.NE.GOV</b> (do not use www in front of the address).</p> <p>Then click the <b>Click Here to Complete Open Enrollment</b> button.</p>

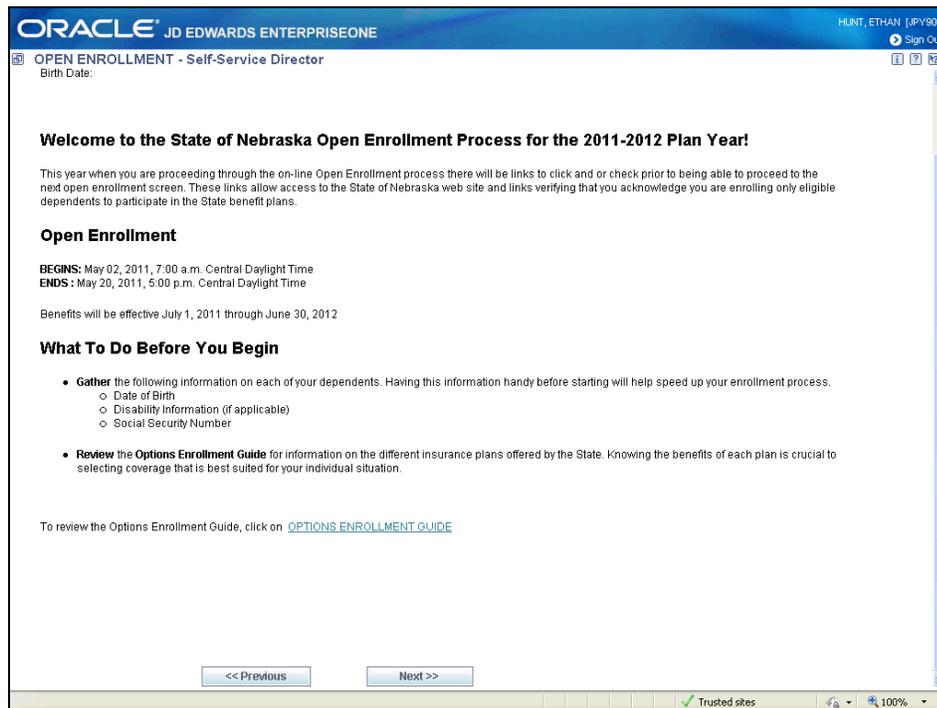


Step	Action
2.	<p>A new browser window will open. Prior to signing in maximize the new browser window by clicking the <b>Maximize/Restore</b> button of the new browser window.</p> <p><b>Note:</b> If you do not maximize the browser window prior to signing in the application may not display correctly. If that happens simply refresh your browser window by pressing the <b>F5</b> button on your keyboard.</p> 

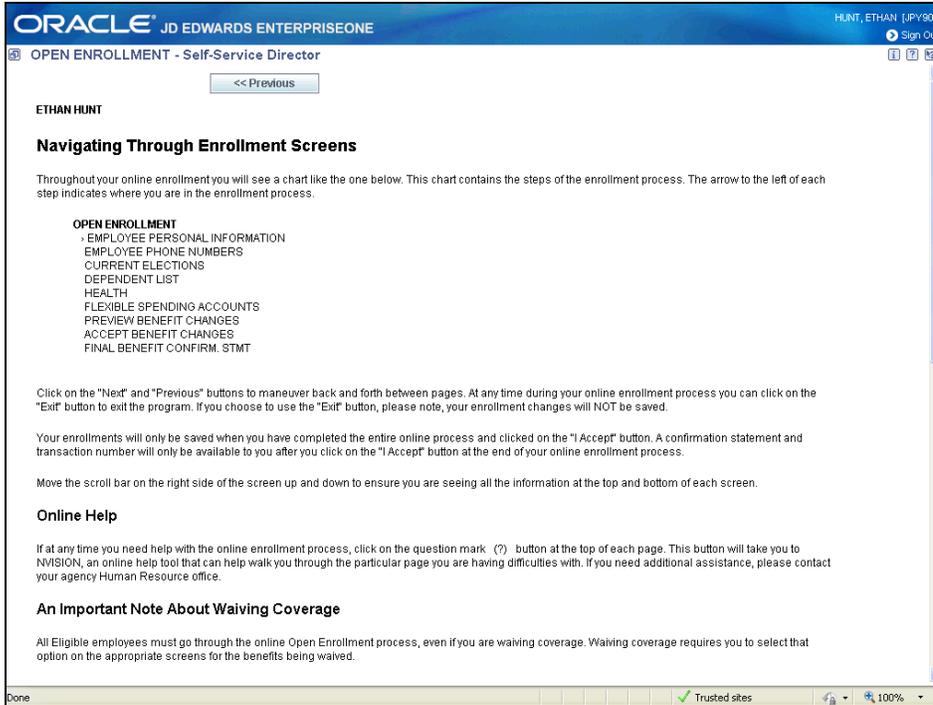


Step	Action
3.	You will be prompted to sign in. Enter your EnterpriseOne User ID into the <b>User ID:</b> field.  <b>Note:</b> If you do not know your EnterpriseOne User ID you will need to contact the Help Desk at 402-471-4636 or 1-800-982-2468.
4.	Click in the <b>Password:</b> field. <input type="text"/>
5.	Enter your EnterpriseOne password into the <b>Password:</b> field.  <b>Note:</b> If you do not know your password you can click on the <b>forgot password?</b> button at <b>EDGE.NE.GOV</b> or you can contact the Help Desk at 402-471-4636 or 1-800-982-2468.
6.	<b>Note:</b> 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.
7.	Click the <b>Sign In</b> button. <input type="button" value="Sign In"/>
8.	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.
9.	In addition, there is a link to the " <b>Options Enrollment Guide</b> ". If you click on this link it will open a new window and display the Options Enrollment Guide.

Step	Action
10.	<p>As you go through Open Enrollment you will need to use the Navigation buttons.</p> <p>The <b>Next</b> button will take you to the next step of the Open Enrollment process. <b><u>This button can only be found at the bottom of each page.</u></b></p> <p>The <b>Previous</b> button will take you to the previous page you were on.</p> <p><b>Warning: DO NOT</b> use the navigation buttons of your browser while in Open Enrollment.</p>



Step	Action
11.	<p>When finished on the first page click the <b>Next &gt;&gt;</b> button at the bottom of the screen.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">Next &gt;&gt;</div>

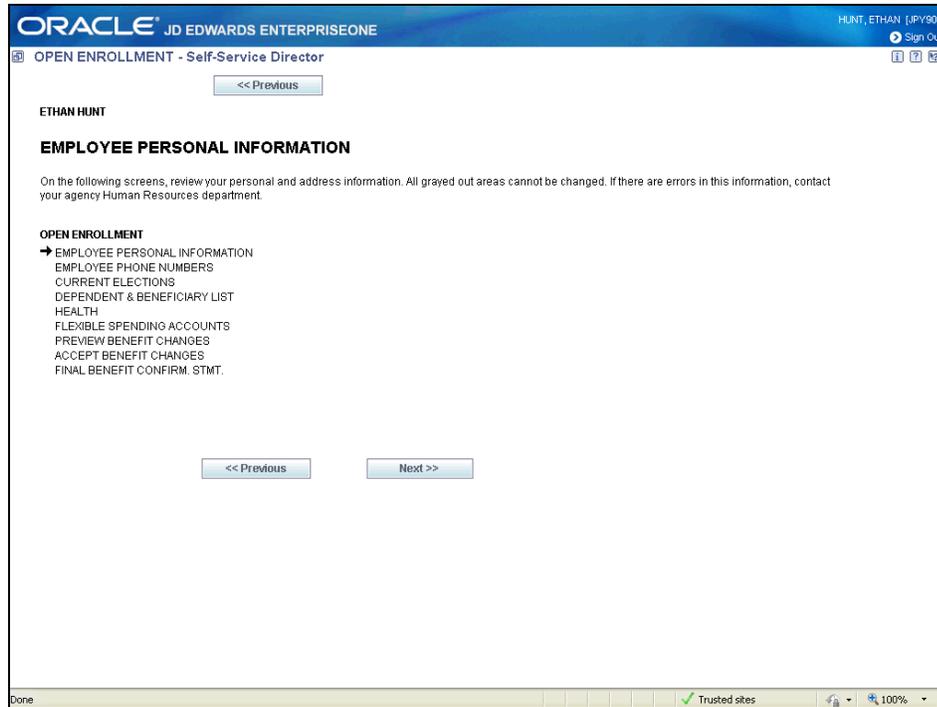


Step	Action
12.	The next screen lists the steps of Open Enrollment. The black arrow tells you which section you will be going to next.
13.	In addition there is helpful information listed detailing where you can find online help, information about waiving coverage, life insurance, long-term disability and accidental death and dismemberment coverage, and employee responsibility.  When going through the Open Enrollment process please be sure to read this information before proceeding.
14.	Click the <b>Next &gt;&gt;</b> button at the bottom of the screen. 
15.	You have completed this lesson. <b>End of Procedure.</b>

## Employee Personal Information and Phone Numbers

### Procedure

In this lesson you will learn how to review your personal information.



Step	Action
1.	Click the <b>Next &gt;&gt;</b> button at the bottom of the screen. 
2.	On some screens you will see an <b>Exit</b> button. Clicking on <b>Exit</b> will end your Open Enrollment process.  <b>Warning:</b> 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 <b>Employee Personal Information</b> 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.

# Training Guide

## Open Enrollment

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OPEN ENROLLMENT - EMPLOYEE PERSONAL INFORMATION

Employee Information Employee Address

Exit << Previous

ETHAN HUNT

Mailing Name ETHAN HUNT

Employee Number

Tax ID 111223331

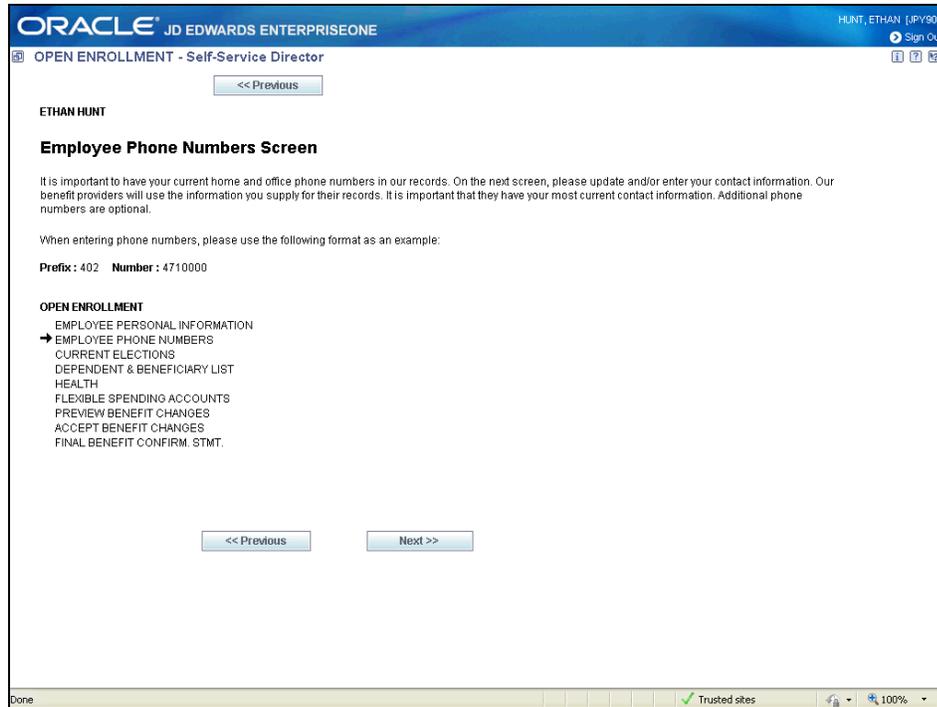
Supervisor

Business Unit

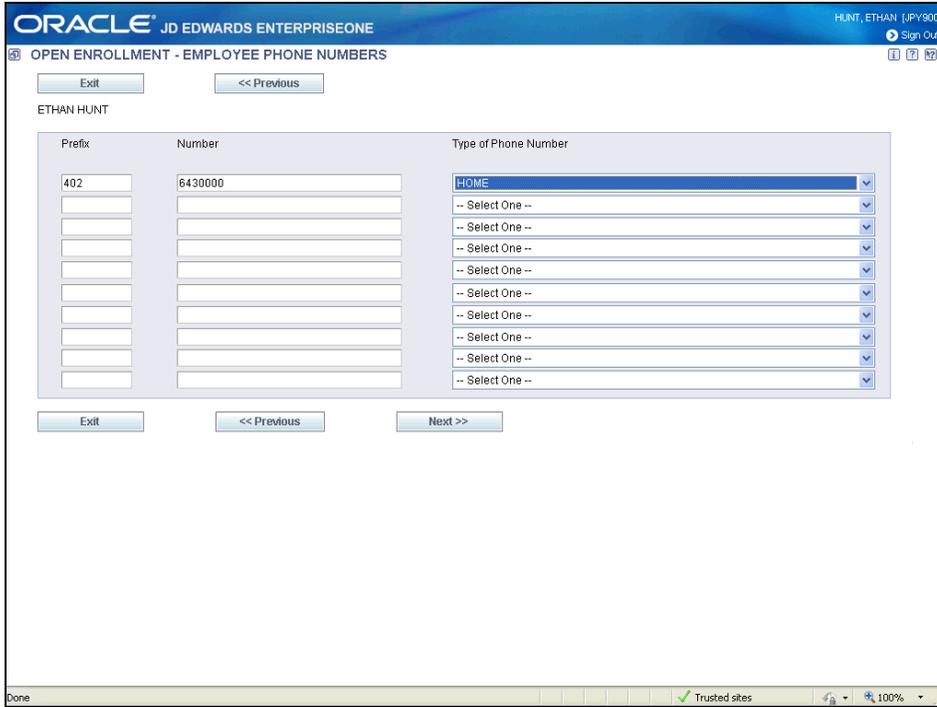
Exit << Previous Next >>

Done Trusted sites 100%

Step	Action
4.	Click the <b>Next &gt;&gt;</b> button. 
5.	On the second screen of <b>Employee Personal Information</b> your address will be displayed. Again, this screen is for informational purposes only.
6.	Click the <b>Next &gt;&gt;</b> button. 
7.	Next you will review your phone numbers on record and make any necessary changes.



Step	Action
8.	<p>Click the <b>Next &gt;&gt;</b> button at the bottom of the screen.</p> 
9.	<p>If you have gone through the Open Enrollment process before and you had entered your phone numbers, those numbers will be displayed.</p> <p>You can either edit existing phone numbers or enter new ones.</p> <p>To enter a phone number type the area code (402 for example) in the <b>Prefix</b> field, the phone number in the <b>Number</b> field, and select the type of number from the <b>Type of Phone Number</b> drop down.</p> <p>When you enter your phone number(s) be sure not to use hyphens (-) or spaces.</p>

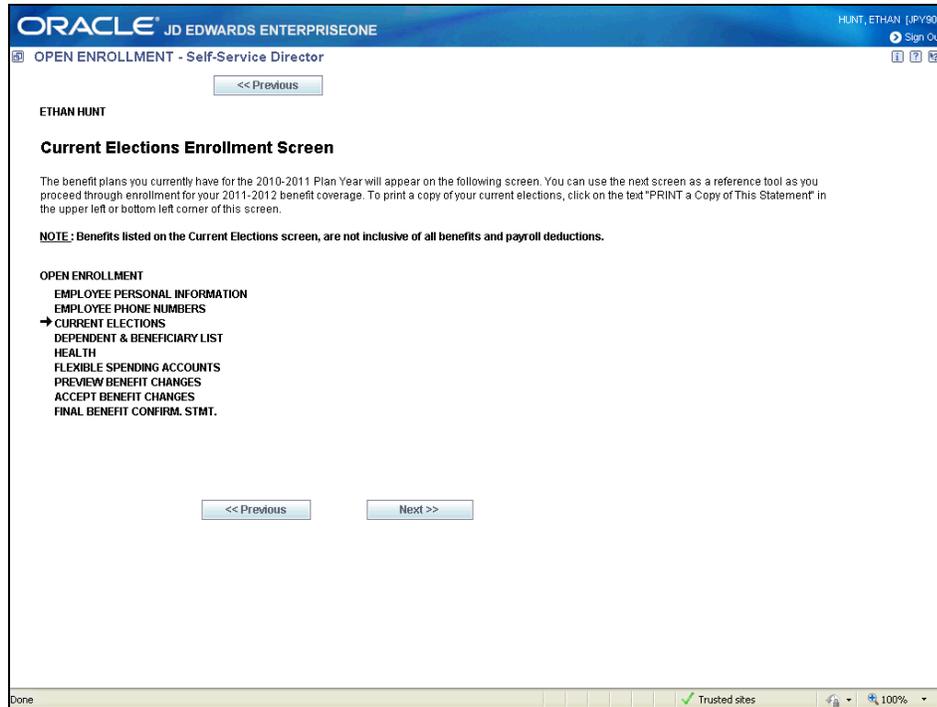


Step	Action
10.	After reviewing or editing your numbers click the <b>Next &gt;&gt;</b> button. 
11.	You have completed this lesson. <b>End of Procedure.</b>

## Current Elections

### Procedure

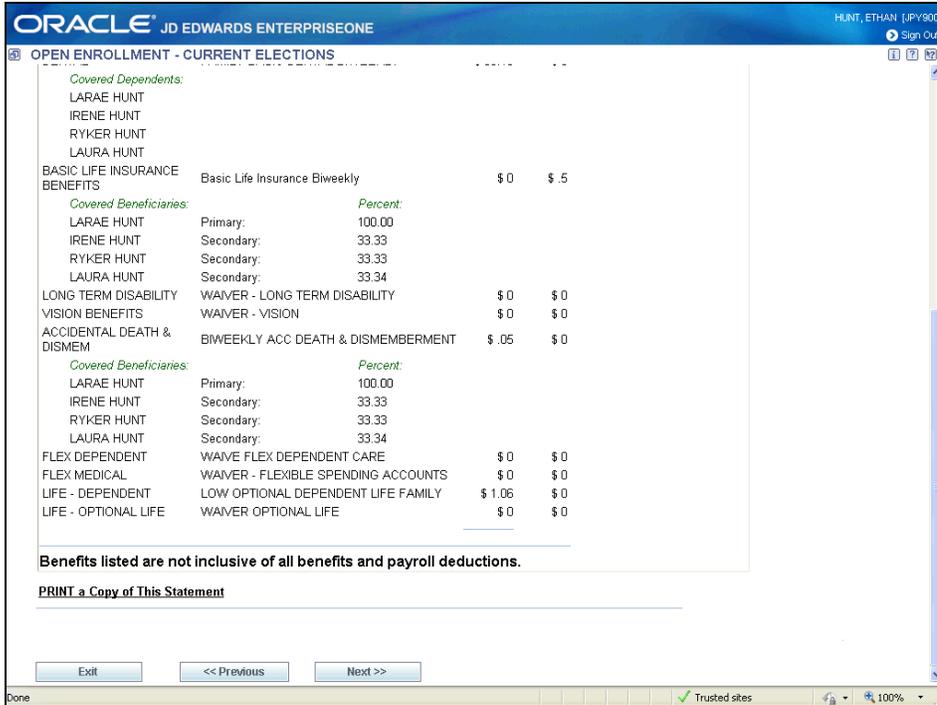
In this lesson you will learn how to review your current elections.



Step	Action
1.	Click the <b>Next &gt;&gt;</b> button at the bottom of the screen. 
2.	The <b>Current Elections</b> screen displays your current elections. If you do not have any current elections no elections will be displayed.  You can print this screen as a statement if you like by clicking on the <b>PRINT a Copy of This Statement</b> link at the bottom of the page.

# Training Guide

## Open Enrollment

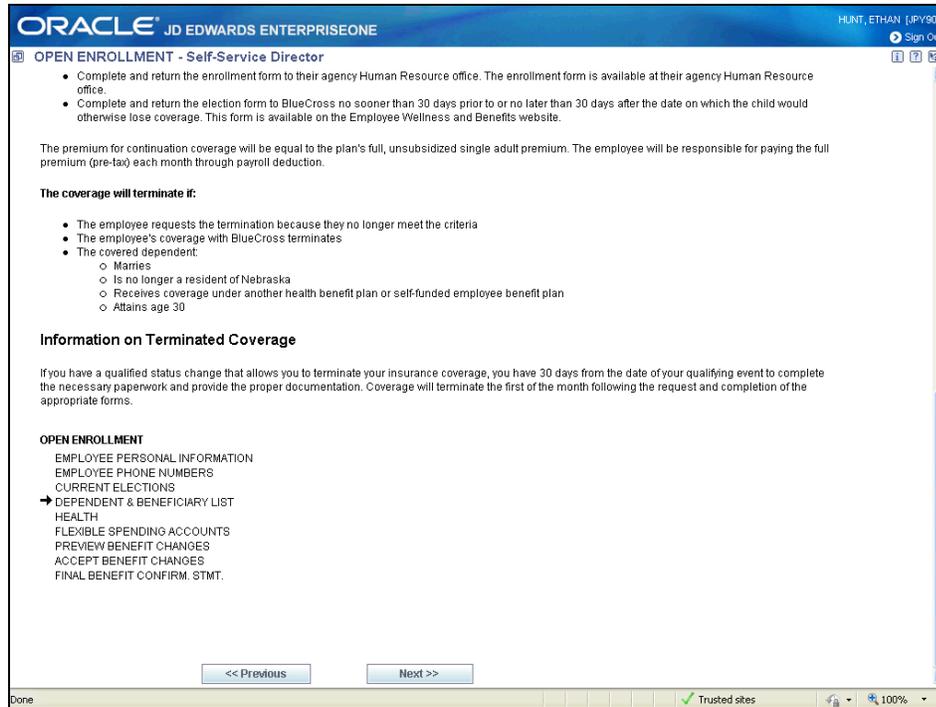


Step	Action
3.	Click the <b>Next &gt;&gt;</b> button at the bottom of the screen. 
4.	You have completed this lesson. <b>End of Procedure.</b>

## Dependent List

### Procedure

In this lesson you will learn how to review your dependent list.



Step	Action
1.	<p>Next you will review your dependent list.</p> <p>Click the <b>Next &gt;&gt;</b> button at the bottom of the screen.</p> 
2.	<p>On the Dependent List screen your previous dependents will be listed. If you did not have any dependents in the past then none will be displayed.</p> <p>This is where you can edit past dependents by clicking on their name, or you can add new dependents.</p>
3.	<p><b>Decision:</b> Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> <li>Skip Steps To Add New Dependent Go to step 4 on page 13</li> <li>Add A New Dependent Go to step 8 on page 15</li> </ul>
4.	<p>To edit a dependent simply click on their name and edit the appropriate fields.</p>

# Training Guide

## Open Enrollment

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OPEN ENROLLMENT - DEPENDENT & BENEFICIARY LIST

Exit << Previous Add New Dependent

ETHAN HUNT  
Click on person's name to verify and/or change their personal information

Dependent and/or Beneficiary	Relationship	Birth Date
LARAE HUNT	SPOUSE	02/07/1979
IRENE HUNT	CHILD/STEP CHILD ...	08/02/2005
RYKER HUNT	CHILD/STEP CHILD ...	06/26/2007
LAURA HUNT	CHILD/STEP CHILD ...	07/13/2010
JULIE HUNT	CHILD/STEP CHILD ...	01/17/2011

Your Eligible Dependents include your:  
 -- Legal Spouse  
 -- Children up to age 26  
 -- Children over age 26 who are mentally or physically disabled and dependent upon you for support  
 -- Step children can be covered if enrolled in Family Coverage only.

Your Beneficiary is the person or persons who you have elected to receive your life insurance proceeds in the event of your death.

I acknowledge that the dependent and/or beneficiary information contained within is complete and correct.

In order to activate the "Next >>" button, please acknowledge that the dependents and/or beneficiaries are eligible by clicking in the box by "I acknowledge..." above.

Exit << Previous Next >>

Step	Action
5.	<p>After reviewing / updating your dependents you will need to verify the information is correct before you can continue.</p> <p>To verify your dependent information and continue the Open Enrollment process you will need to click the check box with the statement <b>I acknowledge that the dependent/beneficiary information above is complete and correct.</b></p> <p><input type="checkbox"/></p>
6.	<p>After verifying your dependents click the <b>Next &gt;&gt;</b> button.</p> <p><input type="button" value="Next &gt;&gt;"/></p>
7.	<p>You have completed this lesson.</p> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

OPEN ENROLLMENT - DEPENDENT & BENEFICIARY LIST

Exit << Previous Add New Dependent

ETHAN HUNT  
Click on person's name to verify and/or change their personal information

Dependent and/or Beneficiary	Relationship	Birth Date
LARAE HUNT	SPOUSE	02/07/1979
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RYKER HUNT	CHILD/STEP CHILD ...	08/28/2007
LAURA HUNT	CHILD/STEP CHILD ...	07/13/2010

Your Eligible Dependents include you:  
 -- Legal Spouse  
 -- Children up to age 26  
 -- Children over age 26 who are mentally or physically disabled and dependent upon you for support  
 -- Step children can be covered if enrolled in Family Coverage only.

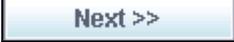
Your Beneficiary is the person or persons who you have elected to receive your life insurance proceeds in the event of your death.

I acknowledge that the dependent and/or beneficiary information contained within is complete and correct.

In order to activate the "Next >>" button, please acknowledge that the dependents and/or beneficiaries are eligible by clicking in the box by "I acknowledge..." above.

Exit << Previous Next >>

Step	Action
8.	To add a dependent click the <b>Add New Dependent</b> button. 
9.	Enter the first, middle, and last name of the dependent in the <b>Name - First, Middle, Last</b> field.
10.	The <b>Tax ID</b> field is where you will enter your dependent's social security number. When you go through the Open Enrollment process be sure to have your dependents social security numbers on hand.

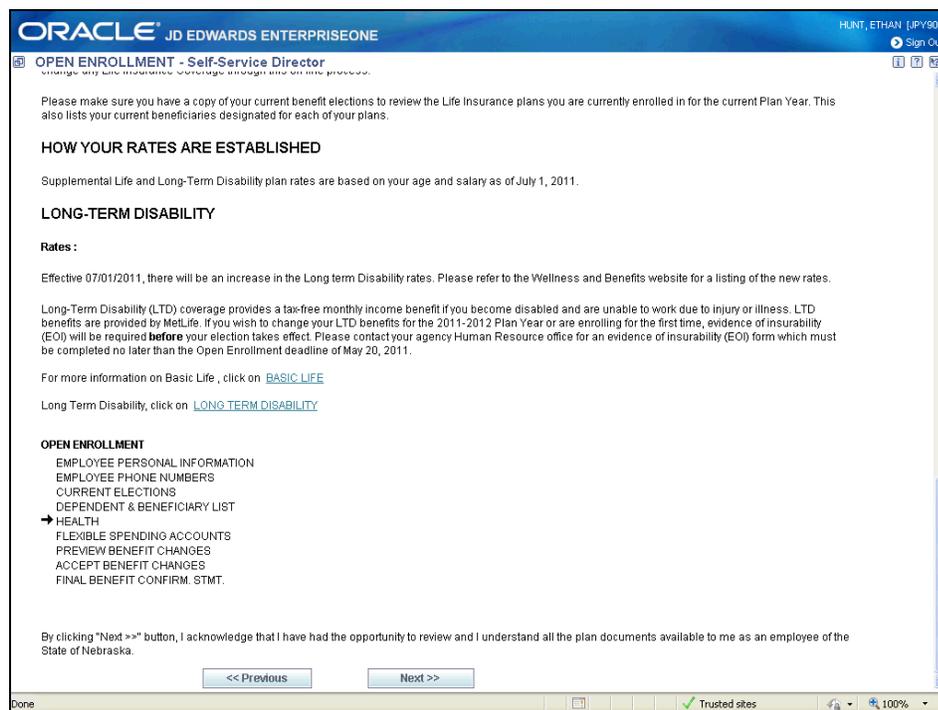
Step	Action
11.	You also need to make sure you enter their social security number in the correct format. Do not use spaces or hyphens (for example 555443333).
12.	Click the <b>Next &gt;&gt;</b> button. 
13.	On the <b>Dependent Address</b> screen you can enter your dependent's address. If it is the same as yours you can click the <b>Same as Employee</b> button. 
14.	Click the <b>Next &gt;&gt;</b> button. 
15.	On the <b>Dependent Additional Information</b> screen you select the gender, relationship with you, and birth date of your dependent.  Here you will also indicate whether or not they are a student, employed, or disabled. If none of these apply you can leave them blank.
16.	Click the <b>Next &gt;&gt;</b> button. 
17.	You can add additional dependents if you have them by clicking the <b>Add New Dependent</b> button. Go to step 4 on page 13

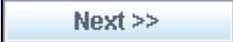
## Health Care Selections

### Procedure

This lesson will walk you through the Health Care Selections section of the Open Enrollment Process.

Step	Action
1.	On the <b>Health Enrollment</b> screen there is helpful information you should review when going through Open Enrollment.

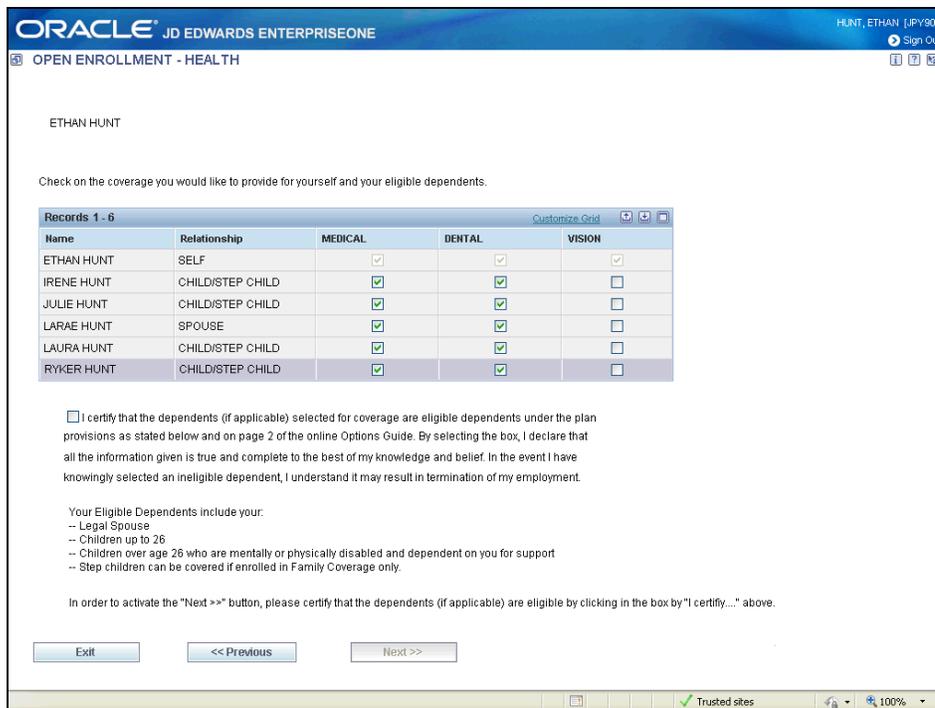


Step	Action
2.	Click the <b>Next &gt;&gt;</b> button at the bottom of the screen. 

# Training Guide

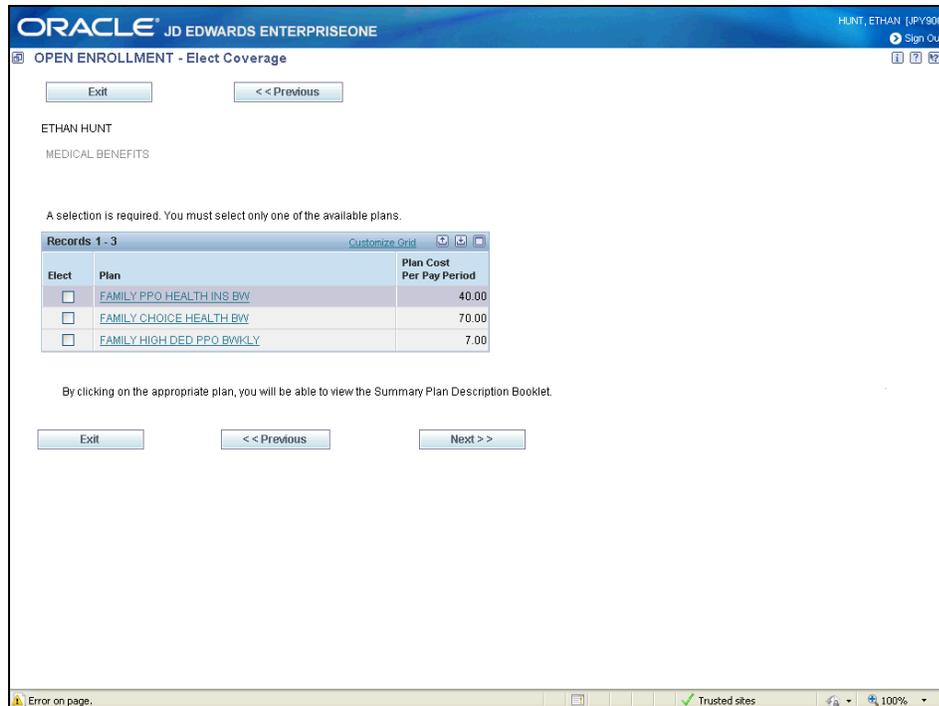
## Open Enrollment

Step	Action
3.	<p>The grid will display your name and your dependents. On this screen you will need to check the boxes for the coverage you would like for yourself and your dependents.</p> <p>If you wish to waive coverage do not check any of the boxes for the specific benefit you wish to waive. For example, if you are waiving the Vision plan do not check any of the boxes in the Vision column for your dependents.</p> <p><b>NOTE:</b> The check boxes for yourself will be checked and grayed out, and you cannot uncheck these boxes. This is a default setting and you will still be able to waive coverage.</p>



Step	Action
4.	<p>Before you can advance you must certify the following statement on the screen:</p> <p><i>I certify that the dependents (if applicable) selected for coverage are eligible dependents under the plan provisions as stated below and on page 2 of the online Options Guide. By selecting the box, I declare that all the information given is true and complete to the best of my knowledge and belief. In the event I have knowingly selected an ineligible dependent, I understand it may result in termination of my employment.</i></p> <p>To verify this statement click the <b>check box</b> next to it.</p> <p><input type="checkbox"/></p>

Step	Action
5.	After checking the boxes for the coverage you desire, and checking the two certification check boxes, click the <b>Next &gt;&gt;</b> button at the bottom of the screen. 
6.	The Medical plans available to you are listed in the grid along with their cost to you per pay period.



Step	Action
7.	Based on whether you selected your dependents to have Medical coverage or not you will need to either select the Medical plan you want or Waive coverage.  <b>Note:</b> If you selected Medical coverage for any of your dependents you will not see the Waive option.  Make your selection by clicking the correct check box. <input type="checkbox"/>
8.	After making your selection click the <b>Next &gt;&gt;</b> button. 
9.	The Dental plans available to you are listed in the grid along with their cost to you per pay period.

# Training Guide

## Open Enrollment



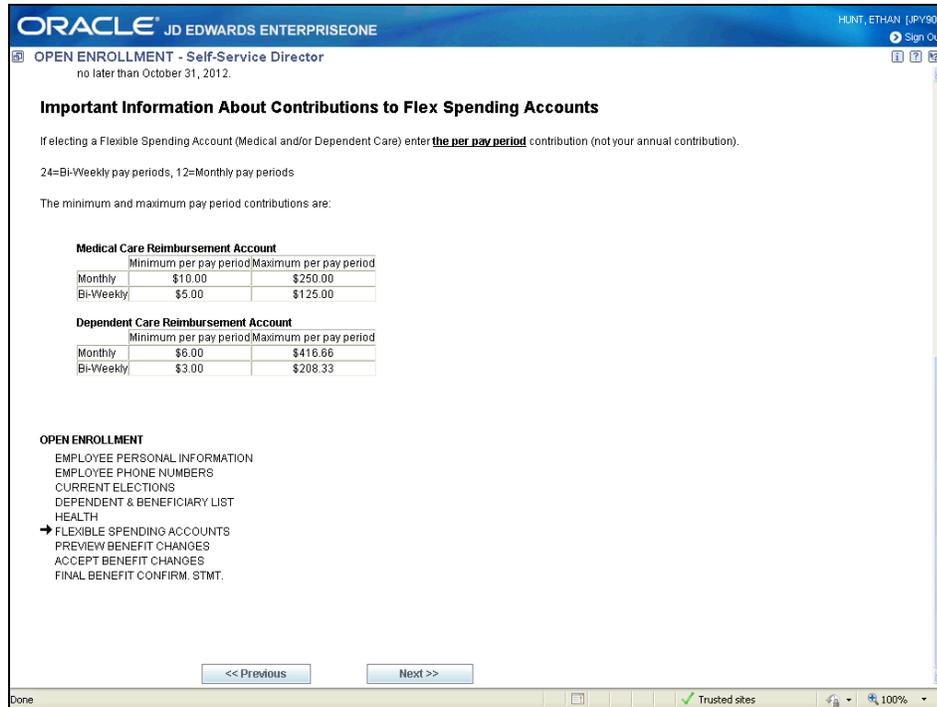
Step	Action
10.	<p>Based on whether you selected your dependents to have Dental coverage or not you will need to either select the Dental plan you want or Waive coverage.</p> <p><b>Note:</b> If you selected Dental coverage for any of your dependents you will not see the Waive option.</p> <p>Make your selection by clicking the correct check box.</p> <input type="checkbox"/>
11.	<p>After making your selection click the <b>Next &gt;&gt;</b> button.</p> 
12.	<p>The Vision plans available to you are listed in the grid along with their cost to you per pay period.</p>
13.	<p>Based on whether you selected your dependents to have Vision coverage or not you will need to either select the Vision plan you want or Waive coverage.</p> <p><b>Note:</b> If you selected Vision coverage for any of your dependents you will not see the Waive option.</p> <p>Make your selection by clicking the correct check box.</p> <input type="checkbox"/>
14.	<p>After making your selection click the <b>Next &gt;&gt;</b> button.</p> 
15.	<p>You have completed this lesson.</p> <p><b>End of Procedure.</b></p>

## Flex Spending Accounts

### Procedure

This lesson will walk you through the Flexible Spending Accounts section of the Open Enrollment Process.

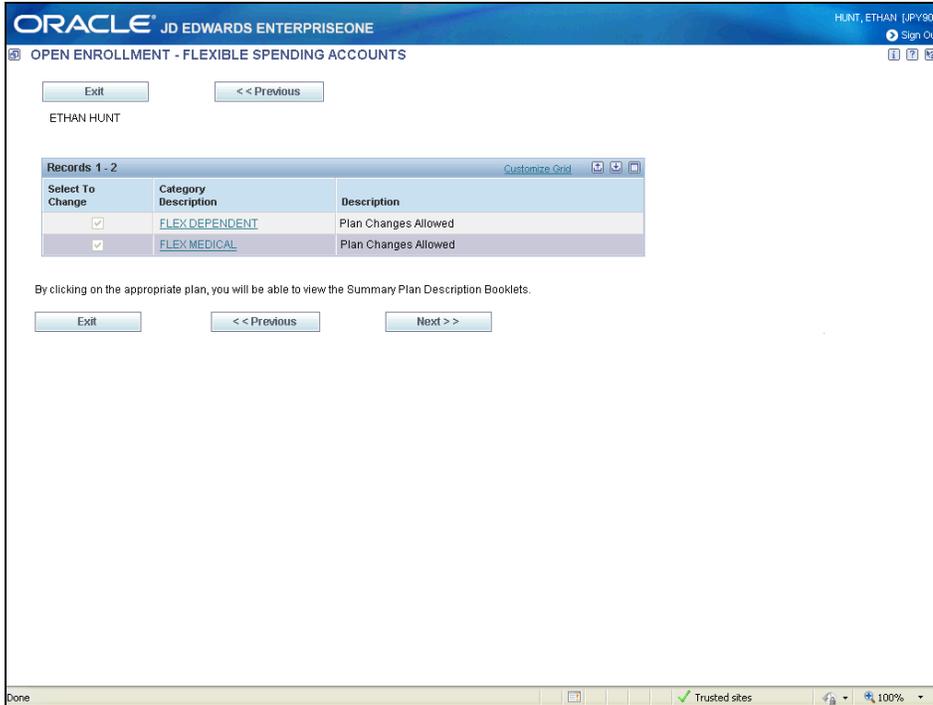
Step	Action
1.	<p>Next you will either select or waive your flex spending account.</p> <p>Review the minimum and maximum pay period contributions listed.</p>



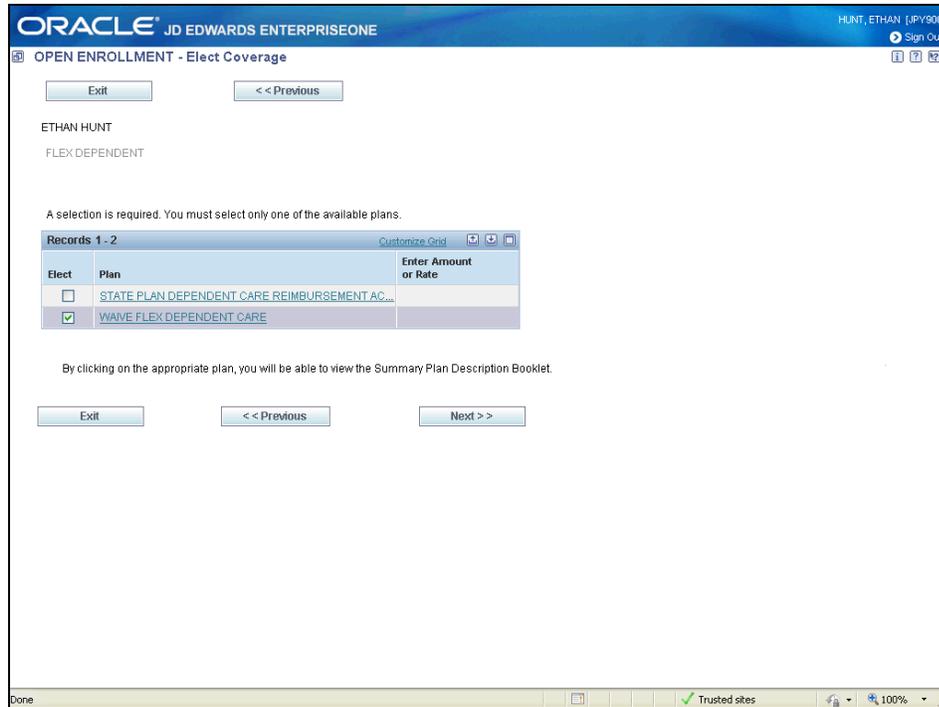
Step	Action
2.	Click the <b>Next &gt;&gt;</b> button at the bottom of the screen. 
3.	The check boxes for both the Flex Dependent and Flex Medical accounts are checked by default. You will have the opportunity to waive them later if you wish.

# Training Guide

## Open Enrollment



Step	Action
4.	Click the <b>Next &gt;&gt;</b> button. 
5.	<p>The first screen allows you to either select or waive the option for the State Plan Dependent Care Reimbursement plan.</p> <p>Make your selection by clicking the check box of your selection.</p> <p>If you select the State Plan Dependent Care Reimbursement plan you will need to click in the <b>Enter Amount or Rate</b> field for that plan and enter the dollar amount you want withheld.</p> <p>The amount you enter here is the amount withheld each pay period. For example, if you want \$10 withheld each pay period you would type “<b>10</b>” in this field.</p> <p><b>Note:</b> You do not need to enter the dollar (\$) sign.</p>



Step	Action
6.	Click the <b>Next &gt;&gt;</b> button. 
7.	You can either select or waive the State Plan Medical Flexible Spending Account.  Make your selection by clicking the check box of your selection.  If you select the State Plan Medical Flexible Spending Account plan you will need to click in the <b>Enter Amount or Rate</b> field for that plan and enter the dollar amount you want withheld.  The amount you enter here is the amount withheld each pay period. For example, if you want \$10 withheld each pay period you would type “ <b>10</b> ” in this field.  <b>Note:</b> You do not need to enter the dollar (\$) sign.
8.	Click the <b>Next &gt;&gt;</b> button. 
9.	You have completed this lesson. <b>End of Procedure.</b>

## Preview and Confirm Benefit Changes

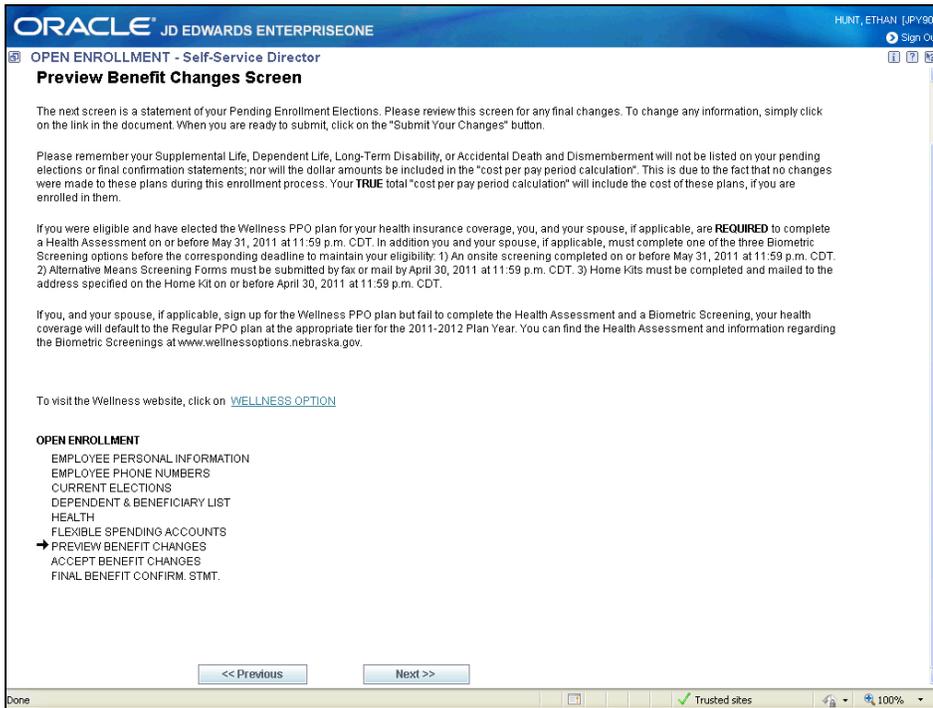
### Procedure

# Training Guide

## Open Enrollment



This lesson will walk you through the Preview and Confirmation sections of the Open Enrollment Process.



Step	Action
1.	<p>The <b>Preview Benefit Changes</b> screen will allow you to review your selections and make any necessary changes.</p> <p>Click the <b>Next &gt;&gt;</b> button at the bottom of the screen.</p> 
2.	<p>On the <b>Preview Benefit Changes</b> screen you can review your selections and make any necessary changes. To make a change click on the corresponding link. For example, if you need to make a change to your Medical Benefits selections then click on the <b>MEDICAL BENEFITS</b> link.</p>
3.	<p>You can print a copy of this statement by clicking on the <b>PRINT a Copy of This Statement</b> link at the bottom of the screen.</p>

Benefits Category	Benefits Plan Selected	Employee Cost (per pay period)	Employer Cost (per pay period)
MEDICAL BENEFITS	FAMILY CHOICE HEALTH BW	\$ 70.	\$ 80.
<i>Covered Dependents:</i>			
LARA HUNT			
IRENE HUNT			
RYKER HUNT			
LAURA HUNT			
JULIE HUNT			
DENTAL	FAMILY BASIC DENTAL BIWEEKLY	\$ 33.16	\$ 0
<i>Covered Dependents:</i>			
LARA HUNT			
IRENE HUNT			
RYKER HUNT			
LAURA HUNT			
JULIE HUNT			
VISION BENEFITS	WAIVER - VISION	\$ 0	\$ 0
FLEX DEPENDENT	WAIVE FLEX DEPENDENT CARE	\$ 0	\$ 0
FLEX MEDICAL	STATE PLAN MEDICAL REIMBURSEMENT ACCOUNT	\$ 10.	\$ 0

**Benefits listed are not inclusive of all benefits and payroll deductions.**

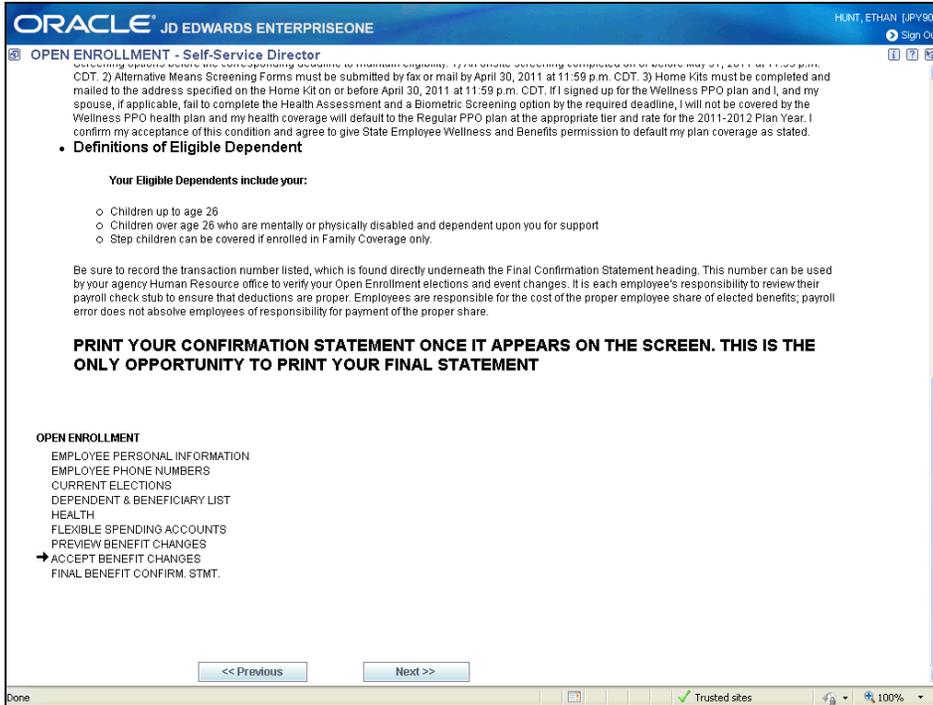
[PRINT a Copy of This Statement](#)

Exit    << Previous    **Submit Your Changes**

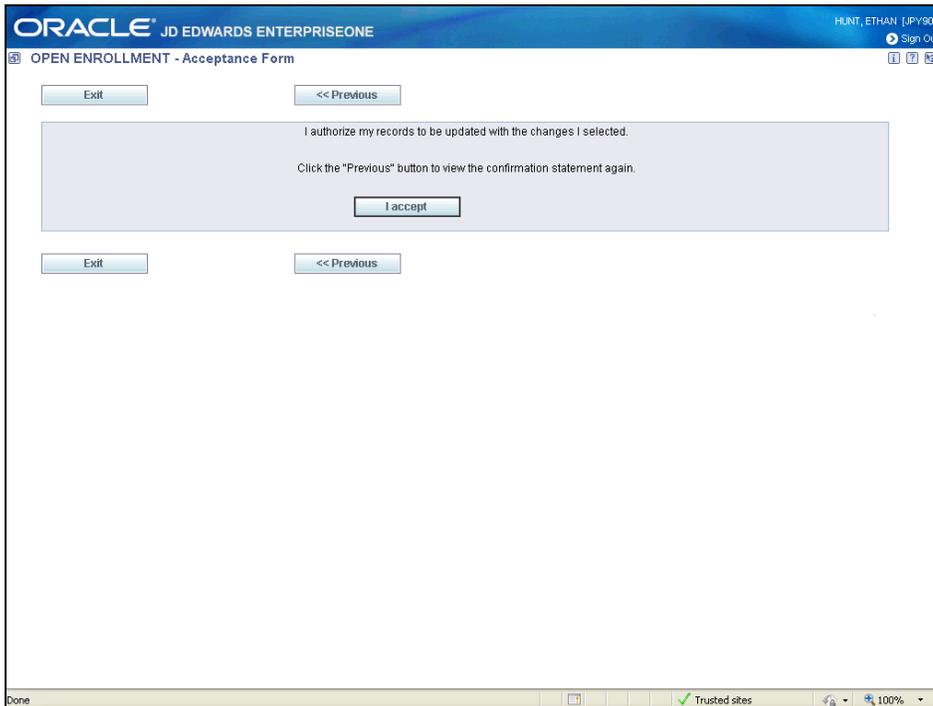
Step	Action
4.	After reviewing your selections click the <b>Submit Your Changes</b> button at the bottom of the screen. 
5.	The Accept Benefit Changes screen contains some important reminders. It is strongly suggested that when you are going through the Open Enrollment Process that you read through the information on this screen.

# Training Guide

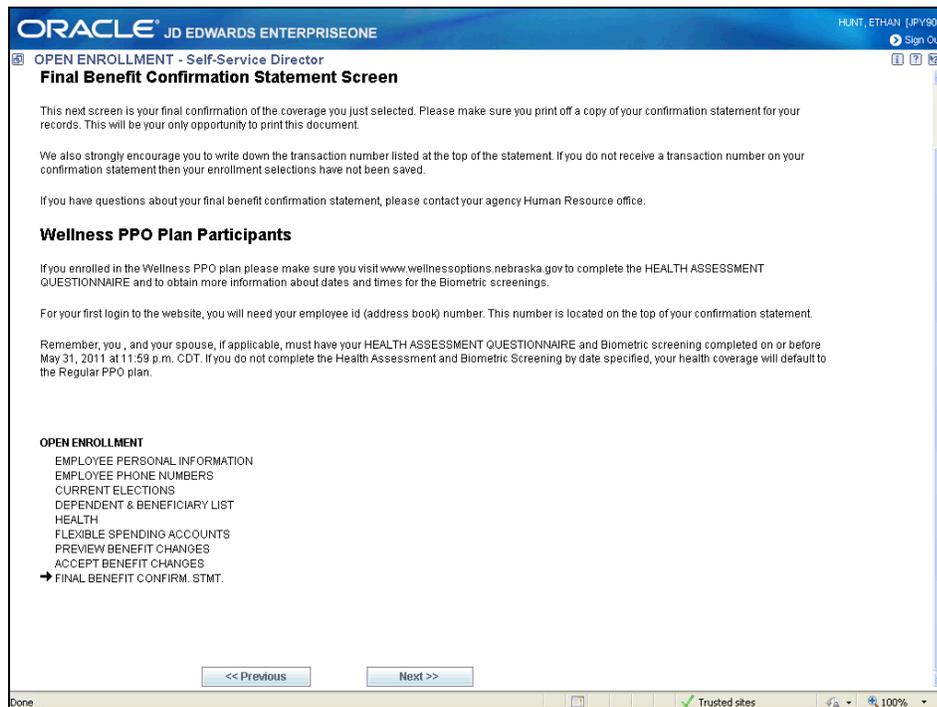
## Open Enrollment



Step	Action
6.	Click the <b>Next &gt;&gt;</b> button at the bottom of the screen. 



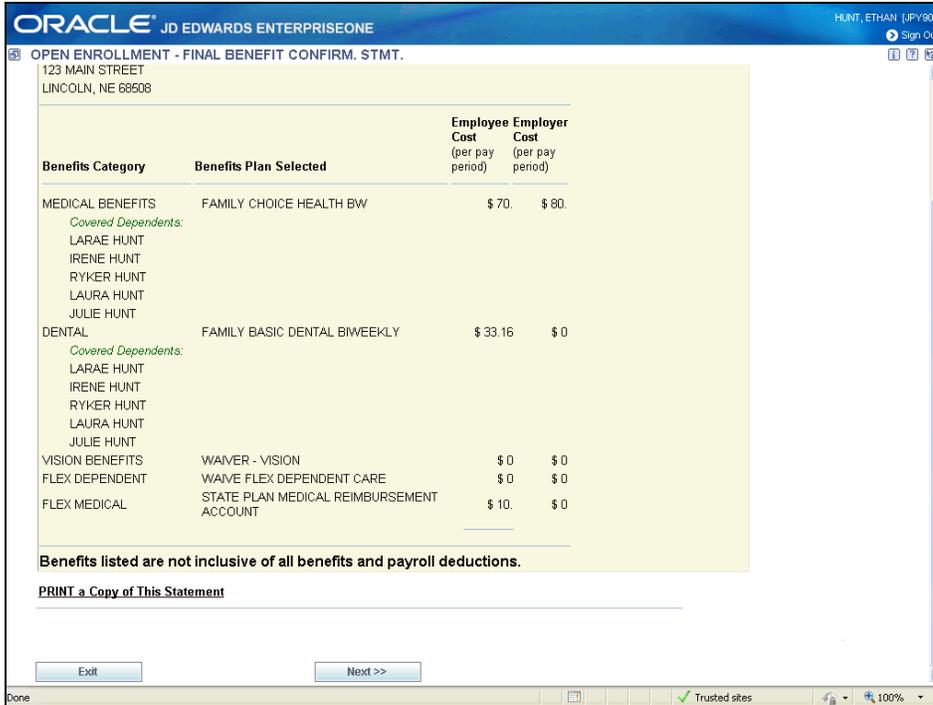
Step	Action
7.	<p>The <b>Acceptance Form</b> screen is where you finalize your changes. If you do not click on the <b>I accept</b> button when going through Open Enrollment, your selections <b>WILL NOT</b> be saved.</p> <p><b>YOU MUST CLICK "I accept"</b> to save your selections.</p> 



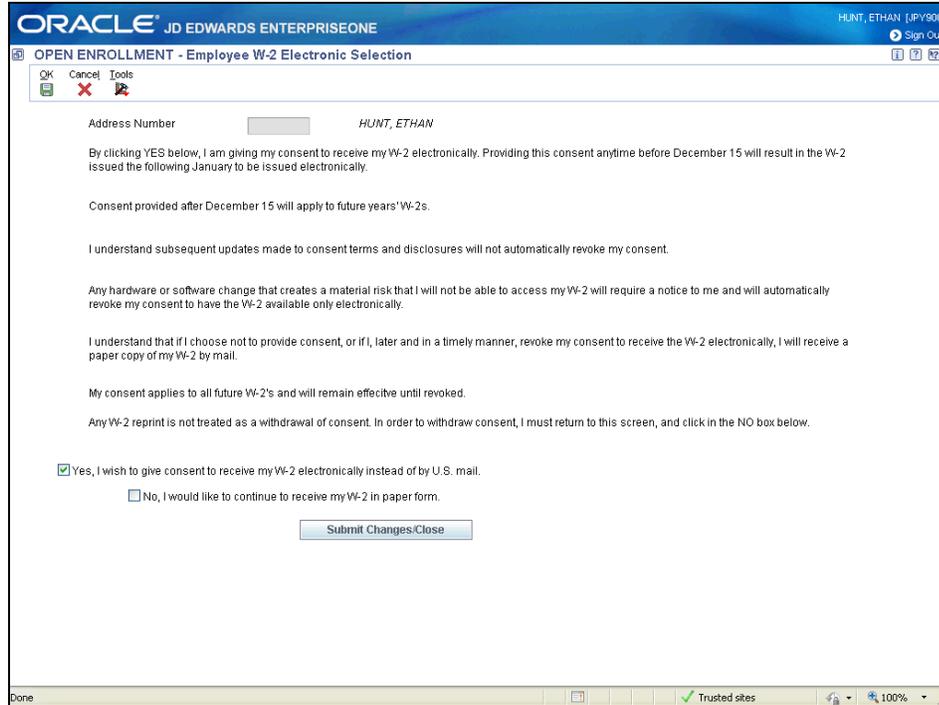
Step	Action
8.	<p>Click the <b>Next &gt;&gt;</b> button at the bottom of the screen.</p> 
9.	<p>Lastly, you are taken to your <b>Final Confirmation Statement</b> which displays the selections you made and submitted.</p> <p>This page contains your Transaction Number. It is strongly recommended that you print a copy of this statement for your records. To do so you can click the <b>Print A Copy of this Statement</b> link at the bottom of the page.</p>

# Training Guide

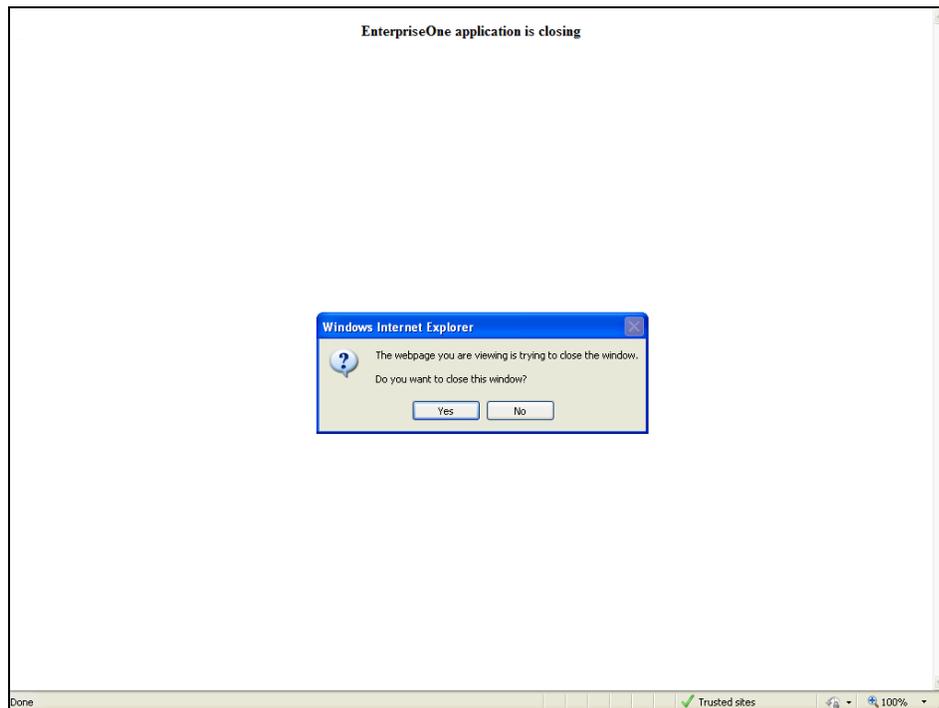
## Open Enrollment



Step	Action
10.	<p>After reviewing and printing your Final Confirmation Statement you can click the <b>Next &gt;&gt;</b> button at the bottom of the screen to proceed.</p> 
11.	<p>The final step is to select if you would like to receive your W-2 for the 2011 calendar year electronically or printed. Make your selection by clicking the appropriate check box.</p> <p>Clicking <b>Yes</b> will enable you to access your W-2 electronically and print it prior to them being available via mail.</p> <p>Clicking <b>No</b> means your W-2 will be mailed to you in paper form.</p>



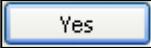
Step	Action
12.	After making your selection click the <b>Submit Changes/Close</b> button.



# Training Guide

## Open Enrollment



Step	Action
13.	<p>You will get a notice that the EnterpriseOne application is closing and will be asked if you wish to close the window.</p> <p>Click the <b>Yes</b> button. This signs you out of EnterpriseOne and ends your session.</p> <p><b>Note:</b> If you click No you will still be signed into EnterpriseOne.</p> 
14.	<p>At this point your selections have been saved in the EnterpriseOne system.</p> <p><b>Note:</b> You can make changes at any time during the Open Enrollment period. Simply go back into Open Enrollment and make your changes. To save your changes you will need to go through all of the screens again and click the "<b>I accept</b>" button. After the Open Enrollment deadline you cannot make any changes. If you do make changes be sure to print your Final Confirmation Page again so you have a record of your Transaction Number.</p>
15.	<p><b>End of Procedure.</b></p>