

## MUNIS SELF SERVICE

### OPEN ENROLLMENT INSTRUCTIONS

From your web browser type in the address:

<https://cfsd16.munisselfservice.com>

Enter your user name and password. Your user name is your first initial and last name with no spaces. For example, John Smith would be jsmith. Your password is your employee/badge number. If you have trouble logging in, please contact Stephanie Robert in HR. **The “forgot your username/password” function does not work.**

On the “Welcome to Employee Self Service” screen, click the “Benefits” option on the right. Your CURRENT year benefit elections will be displayed.

To elect your benefits for 2024 - 2025, click on the **BLUE open enrollment** at the top of the screen.

**\*\* If you make your elections without selecting the BLUE open enrollment, your elections will NOT be saved.**

All benefits we offer will be displayed. You will be required to “DECLINE” or “SELECT” for each benefit. Click on the word “DECLINE” or “SELECT”. **Your 2023-2024 elections WILL NOT carry over.**

Once you elect/decline, you will have a chance to review all of your elections. **Please review them carefully.**

Then click “SUBMIT” and a confirmation page with a **GREEN** check mark that says: **YOUR ENROLLMENT WAS SUBMITTED SUCCESSFULLY.** You are done! (Once you click SUBMIT, you will be unable to make changes)

If you need additional information or want to check rates, click on the “sheet of paper” icon in the upper right corner. This will provide you with detailed information, enrollment forms and the Employee Insurance Rate Chart.

**I will send you an email stating your elections have been submitted. If you DO NOT receive an email from me, then your elections have NOT been submitted. If you have any questions, please feel free to contact me at [sroberts@cfsd16.org](mailto:sroberts@cfsd16.org).**

**REMEMBER, MUNIS DOES NOT CALCULATE YOUR PAYROLL BENEFIT DEDUCTION AMOUNTS. Please see the EMPLOYEE BENEFITS RATE CHART under RESOURCES.**