



King County

Quick Reference Guide

CHANGE MEDICAL PLAN

1. Go to www.kingcounty.gov/employees/openenrollment and click on the www.kingcounty.gov/mybenefits link at the top right corner of the screen and follow the instructions to sign in to the online Open Enrollment system.
2. Sign in to your personal employee benefit account and navigate to the Open Enrollment screen by clicking on **My Benefits** on the left side of the screen and then **Open Enrollment**.
3. Enter Open Enrollment by following the instructions and clicking on **Proceed to Open Enrollment**.
4. Click on the **Edit** button next to the Medical coverage section.
5. Choose your medical plan. Scroll down to the *Plan Options* section and choose the medical coverage you want by clicking on the small circle next to your selection.
6. Scroll to the bottom of the screen and click the **Continue** button.
7. The *Estimated per-pay-period Cost* screen will open listing the new medical coverage you have selected. Review the information and click **OK** if the information is correct or **Edit** if the information is incorrect.
8. Once you have chosen your new medical plan and clicked **OK**, you will be returned to the main Open Enrollment screen.
9. Verify again that your new medical plan is listed correctly in the *Enrollment Summary* table under the *Medical* section. The new coverage for next year should be listed next to *New*.
10. If you have no other changes, follow the instructions at the bottom of the main *Open Enrollment* screen by clicking **Submit** to submit your open enrollment choices to the benefits department. **If you do not submit your changes, they will not be processed!**

SPECIAL NOTE: If you want to make changes to your dental or vision benefits, you must go into the **Vision** and **Dental** sections and follow the same basic steps to change those benefits.

Help is Available

Benefits and Retirement Operations staff is ready to answer your questions about benefits or Open Enrollment and to provide technical assistance using the online system.

Call 206-684-1556 or e-mail kc.benefits@kingcounty.gov