

Step-by-Step Instructions for Navigating the Benefits Enrollment Form

Log in to the [myAU portal](#) and make your benefit elections on the [myBenefits online enrollment site](#).

- Click the “Get Started” button.
- Your profile page will appear with your information on file. If you wish to change your personal information, please make your changes on the [Personal Data form](#).
- Click the “Continue to next step” button at the bottom of the page once you confirm your personal information.
- Review your benefits, and if you want to make any changes for 2023, click the “Edit coverage” button and follow the directions to make your change.
- **Flexible spending accounts (FSAs) for health care and dependent care require enrollment each year.** Whether you want an FSA or not, click the “Begin enrollment” button to elect your health and/or dependent care FSA or to decline it.
- Review all benefits, including your optional life and AD&D insurance. If you elect additional life insurance, you will be redirected to the Prudential website to complete an online Evidence of Insurability form.
- Pet insurance is available through our enrollment site and appears as a benefit. You must click the “Begin Enrollment” button to enroll or decline pet insurance to proceed with completing your 2023 open enrollment elections. By selecting “enroll,” you will receive no-obligation information about coverage and cost. You can elect or decline coverage now and come back anytime during the year to explore pet insurance.
- You’re almost done! Check the “I have reviewed the information above” box and click the “Complete Enrollment” button.
- There is a one-question survey at the end of the enrollment process.

If you have questions or need assistance with your open enrollment elections, contact hrpayrollhelp@american.edu.