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.

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