


Open Enrollment for Employee Benefits 2018/2019

Open Enrollment for employee benefits for all Central Maine Healthcare employees begins on Monday, April 30, 2018 and ends on Friday, May 18, 2018. Open Enrollment will be managed using Kronos Self Service on the Portal. Please follow these instructions for selecting your benefits for the plan year beginning July 1, 2018.

STEP 1

Launch **Kronos Self Service**

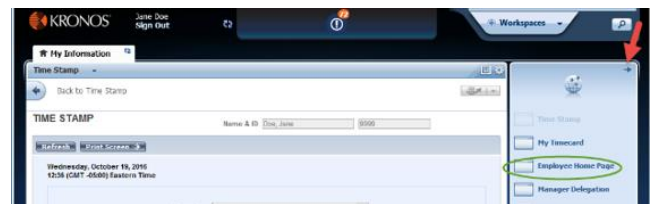
- Go to the Portal, under Applications and select 
- Use your CMH Network User Name and Password to log in to Kronos
Note: If you do not remember your CMH Network User Name and/or Password, contact the HelpDesk x2259 to have your password reset.



STEP 2

- If Kronos opens to the My Information tab, but the Time Stamp page is displayed, use the arrow in the upper right corner of the bar on the right side of the screen to widen the bar and then select Employee Home Page.

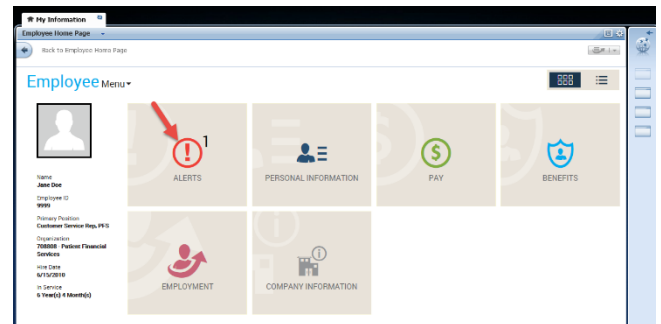
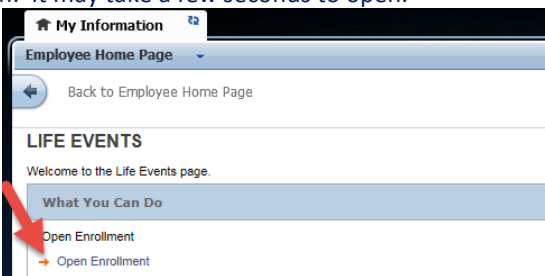
- If Kronos does not open to the My Information tab, click on the Workspaces tab in the upper right hand corner of the screen and use the arrow keys to navigate and select the My Information page.

STEP 3

Once on the My Information tab

- Select **Alerts**, then select **OPEN ENROLLMENT**
- The **LIFE EVENTS** window will open. Select **OPEN ENROLLMENT** again. It may take a few seconds to open.



STEP 4

The Welcome to Open Enrollment at CMHC For 2018 For 2018 page will be displayed.

****Carefully read the instructions at the top of each benefit section.****

Let's Get Started!!

- The  or  button on each page, will take you to the next page.

STEP 5 – Final Step

On the Benefits Summary page, prior to selecting the Submit Changes button, select the print button in the upper right hand corner of the page to print a copy of your enrollment for your records.