



## Retiree Open Enrollment Instructions

Follow the instructions below to enroll in medical coverage during Open Enrollment

**Step 1:** Log into your [Workday Account](#).

**Step 2:** Once logged into Workday, click the **Open Enrollment Change** notification under **Awaiting Your Action** or the inbox icon at the top right of your screen. Don't have the **Open Enrollment Change** notification? Let Benefits know at [benefits@louisville.edu](mailto:benefits@louisville.edu).

**Step 3:** Click **Let's Get Started**.

**Step 4:** Update your dependent social security numbers, if prompted, click **OK** then **Continue**.

**Step 5:** The medical enrollment card will reflect as waived. To have medical coverage in 2026 as a pre-65 retiree, you must enroll during Open Enrollment (Oct 1–31, 2025). Click **Enroll** and select your medical plan. Current enrollers must re-enroll to continue coverage in 2026.

**Note:** *If you enroll in the CDHP medical plan with HSA, once you enroll in any part of Medicare, you are no longer eligible to contribute to the HSA. Please reach out to [Benefits@Louisville.edu](mailto:Benefits@Louisville.edu) if you are not eligible for the HSA. You may not receive or use HSA contributions on qualifying adults or dependents you do not claim on your taxes.*

**Step 6:** Click **Confirm and Continue**.

**Step 7:** Add and/or Review Dependent(s) as needed. Each dependent who is in the system and/or covered can be reviewed and selected with a blue check mark. To add a new dependent, click **Add New Dependent**. **Note:** Fields with asterisks must be completed to add dependent.

**Step 8:** Click **Save**. Continue with this process until all dependents are added. Click **Save**.

**Step 9:** Click **OK**, then **Save**. Click **Review and Sign** or **Save for Later**.

**Step 10:** View **Summary of Elections**. Add dependent attachments needed for verification.

**Step 11:** Scroll to the bottom of the screen to **Electronic Signature** Statement and click **I Accept**.

**Step 12:** Click **Submit**. Click **View 2026 Benefits Statement** to print and/or save your election then click **Done**.

**Step 13:** Once you have completed the Action Items in your Inbox, the Open Enrollment process will route for approvals. Once approved, the process is complete. Your election will be effective January 1, 2026. **Note:** You can make changes to your elected coverage up until Open Enrollment is finalized on October 31, 2025, at 11:59pm EST.

*To make changes, log into Workday and Select **Benefits and Pay** under **Applications** on the left side of the screen. Click **Edit** under **Needs Attention** and follow steps 1-13.*

**Follow the instructions below to reduce, change, or cancel MetLife retiree dental, vision, and/or life insurance.**

No action is needed if you do not want to make changes to current coverage as coverage as dental, vision and life policies will roll over to 2026. If you are not currently enrolled in dental, vision, or life insurance, you may not enroll.

### **MetLife Retiree Dental, Vision, and Life Insurance:**

**Enroll at:** [boonchapman.benselect.com/uofl](https://boonchapman.benselect.com/uofl)

**Note:** The Employee ID is SSN with dashes, and the PIN is the final 4 digits of the SSN and the final 2 digits of your birth year.

**When?** October 1 through October 31, 2025

**Questions?** 630-692-4242