

# MUNIS SELF SERVICE

## OPEN ENROLLMENT INSTRUCTIONS

From your web browser, type in the address: <https://cfsd16.munisselfservice.com>

Enter your username and password. Your username is your first initial and last name with no spaces. For example, John Smith would be jsmith. Your password is your employee/badge number. If you have trouble logging in, please contact Sandy Burnette in HR. **The “forgot your username/password” does not function.**

On the “Welcome to Employee Self Service” screen, click the “Benefits” option on the right. Your CURRENT year benefit elections will be displayed.

To elect your “OPEN ENROLLMENT” benefit options for 2021-2022, click on the **BLUE open enrollment** option at the top or right side of the screen.

**\*\*If you make your elections without selecting the BLUE open enrollment option, your elections will NOT be saved.\*\***

All benefits that CFSD offers will be displayed. You will be required to “Make an Election” or “Decline” each benefit plan. **Your 2020-2021 elections WILL NOT carry over.**

Once you elect/decline the plans, you will have a chance to review all of your elections. Please review them carefully.

If you need additional information or want to check rates, click on the “RESOURCES” icon in the upper right corner of the screen. This will provide you with detailed information, enrollment forms and the Employee Insurance Rate Chart.

Finally, click “SUBMIT,” and a confirmation page with a **GREEN** check mark will appear that reads: **YOUR ENROLLMENT WAS SUBMITTED SUCCESSFULLY.** You are done! (Once you click SUBMIT, you will be unable to make changes).

**Sandy Burnette will send you an email stating that your elections have been submitted.** If you have any questions, please feel free to contact Sandy at [sburnette@cfsd16.org](mailto:sburnette@cfsd16.org).

**REMEMBER, MUNIS DOES NOT CALCULATE YOUR PAYROLL BENEFIT DEDUCTIONS. Please see the EMPLOYEE BENEFITS RATE CHART under RESOURCES for more information.**