

2026 Benefits Open Enrollment

Job Aid

This Job Aid provides step-by-step instructions on how to complete your 2026 Benefits Open Enrollment (OE).

PLEASE READ BEFORE MAKING YOUR ELECTIONS

This year is an **Active Enrollment**, what you need to do depends on your situation:

Your situation	What you need to do
You have one of the following benefits and want to keep them for 2026: • 2026 Medical Insurance • Healthcare Flexible Spending • Dependent Care Flexible Spending • Retiree Medical Savings Account	YOU MUST ENROLL AGAIN
You do not have Medical or FSAs, or RMSA but want to keep your other benefits (like Dental, Vision, etc.)	You do not need to do anything <i>Optional but recommended: Go into PeopleSoft and opt out of Medical to stop reminder notifications.</i>
If you do not currently have benefits and want to enroll for 2026	YOU MUST ENROLL
If you do not have benefits and do not want benefits for 2026	You do not need to do anything <i>(Optional but recommended: Go into PeopleSoft and opt out of Medical to stop reminder notifications.)</i>

Only the benefits shown in **PeopleSoft** require Open Enrollment action.

Benefits like [403\(b\)](#) can be changed anytime.

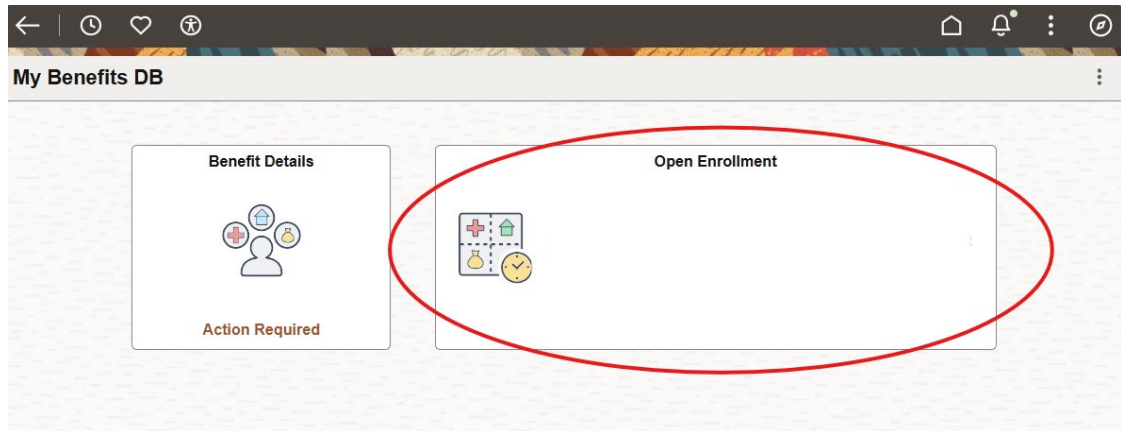
New benefits shown on the microsite that are **not part of Open Enrollment** will be available in **January 2026**, and more information will be shared then.

Helpful Resources (No network or VPN access needed):

- [Benefits Microsite](#) - Full details about 2026 plans
- [Eligibility](#) (for you and your dependents)
- [Medical, Pharmacy, Dental & Vision](#)
- [BCBMSA Summary of Benefits and Coverage](#) (My Health tab)
- [FSA, Voluntary Benefits, Life & AD&D Insurance, Legal Plan, Disability](#)
- [Earned Time Cashout](#) (middle tab)
- [Ask ALEX](#), interactive tool that helps you choose the best plan
- [Watch the 2026 Benefits Webinar](#) for plan overviews and changes

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1. **Log into [Peoplesoft](#)**, select **Employee Self Service Home > My Benefits Home > Open Enrollment**. You must use Full VPN (GlobalProtect) to access PeopleSoft. If you are using WebVPN/WebApps, you will receive a “Not Authorized ID” error. To request Full VPN, call the IT Help Desk at 617-355-4357.



2. On the **OE Welcome page**, check the box to acknowledge you are attesting to the conditions listed, then click **Next**.
3. **Review your current benefit elections**, then click **Next**.

A screenshot of the 'Open Enrollment' page. The page has a header with a title and a navigation bar with '< Previous' and 'Next >' buttons. The 'Next >' button is circled in red. The main content area is divided into a left sidebar and a main panel. The sidebar has a 'Welcome' section with a star icon and a 'Benefits Summary' section with a green dot icon. The main panel has a 'Benefits Summary' section with a date selector 'As Of 10/13/2025' and a 'Refresh' button. Below this is a table with three columns: 'Type of Benefit', 'Plan Description', and 'Coverage or Participation'. The table lists various benefits and their coverage status.

Type of Benefit	Plan Description	Coverage or Participation
Medical	Value HMO	Employee Only >
Dental	Dental Basic	Employee Only >
Vision		Waived
Critical Illness-Children		Waived
Critical Illness-Spouse		Waived
Critical Illness-Employee		Waived
Accident Insurance		Waived
Hospital Indemnity Ins.		Waived

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4. Review your Dependent/Beneficiary records.

- To **add** someone new, select **Add Individual**, enter the required information, and click **Save** (top right). Eligibility information can be found [here](#).
- Repeat for each person you wish to add, then click **Next** to return to Benefits Enrollment.

IMPORTANT

- Records cannot be deleted (for historical/vendor purposes), but that does not mean that they are active dependent/beneficiary.
- A person is only an active dependent or beneficiary if you select them during enrollment and assign a percentage (for beneficiaries).
- DO NOT edit an existing record to represent a different person. Add a new record instead.
- If a dependent's personal details are incorrect and need to be updated, please contact us [here](#).

5. On the **Benefits Enrollment page**, collapse the popup by clicking the grey button circled below:

Open Enrollment

★ Welcome
Complete

● Benefits Summary
Visited

● Dependent/Beneficiary Info
Complete

● Benefits Enrollment
Complete

Benefits Enrollment

The Enrollment Summary displays the benefits you have right now and any changes you make. Any changes you make v You can choose how your benefits are displayed on the screen, as tiles or as a list, by clicking the buttons under "Benefi benefits, click directly on the benefit type (medical, dental, etc.).

When you have completed your enrollment BE SURE to click on the SUBMIT ENROLLMENT button under the Enrollment page or your changes will not be recorded for 2025.

~ Enrollment Summary

Your Pay Period Cost **\$1,210.01** Full Cost **\$1,210.01**

Status **Submitted** 09/29/2025 11:16AM

[Preview Statement](#)

[Submit](#)

[Benefit Plans](#)

Contact Informa

Phone
617/355-7780

Email
HRHub@childrens

Address
300 Longwood Ave
Boston, MA 02115

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6. Make Your Benefit Elections

- Click a **Benefit Tile** to enroll or make changes.
 - If applicable, **check or uncheck dependents** in each tile. Covered dependents will be checked; not covered dependents will be unchecked.
- After you are finish in a tile, click **Done** (top right) to save and return to the Benefits Enrollment page.

Notes

- You MUST re-enroll for 2026 if you want to continue the benefits below:
 - Medical
 - Health Care FSA
 - Dependent Care FSA
 - Retiree Medical Savings Account
- Your bi-weekly rates will update based on who is covered.
- Review/update Life Insurance Beneficiaries in the Life-AD&D and/or Supplemental Life tiles. Assign percentages to primary and/or secondary beneficiaries, then click Done.

7. Click **Preview Statement** then click **'Print View'** on your top right corner to (1) Review a PDF copy of your 2026 OE elections and (2) 'Save' a copy for your records.

The screenshot shows the 'Open Enrollment' web application. On the left is a navigation sidebar with links: 'Welcome' (marked with a red star and 'Complete'), 'Benefits Summary' (marked with a green dot and 'Visited'), 'Dependent/Beneficiary Info' (marked with a green dot and 'Complete'), and 'Benefits Enrollment' (highlighted in orange and marked with a green dot and 'Complete'). The main content area is titled 'Benefits Enrollment'. It includes a 'Preview Statement' button circled in red, a 'Submit' button, and a pie chart showing the cost breakdown for Medical, Dental, and Vision. Below this, there are three columns for 'Benefit Plans': Medical (Current: Preferred PPO, Next: RBCMA Blue Cross Blue Shield), Dental (Current: Dental Plus, Next: Dental Plus), and Vision (Current: VSP Vision Basic, Next: VSP Vision Basic). On the right side of the main content area, there is a 'Contact Information' section with fields for Phone (617/355-7780), Email (HRHub@childrens.harvard.edu), and Address (300 Longwood Avenue 401 Park Boston, MA 02115). A 'Previous' button is located at the top right of the main content area.

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8. Click 'X' (circled) to return to the Benefits Enrollment page.



Review Enrollment

Statement Type: Enrollment Preview Description: Open Enrollment 2026 - CHB

Enrollment Effective Date: 01/01/2026 Statement Issue Date: 10/13/2025 3:10PM

This statement records your Open Enrollment 2026 - CHB benefit selections and pay period costs, dependent information, and beneficiary information at the time your enrollment is submitted. If an error has been made in recording your elections, please correct your elections before the event is closed. For further questions, contact your benefits administrator. Please keep the statement for your records until you receive a confirmation statement. When you have finished reviewing and printing out your Enrollment Statement, click the X in the upper right corner to close the form. You should be back at the Benefits Enrollment Summary page. PLEASE be sure to SUBMIT your elections by clicking on the blue Submit Enrollment button. You can tell that your elections have been received if the Benefits Enrollment Step button on the left side of the page says "Complete, with a green checkmark".

Statement Sections

Expand All

> Personal Information

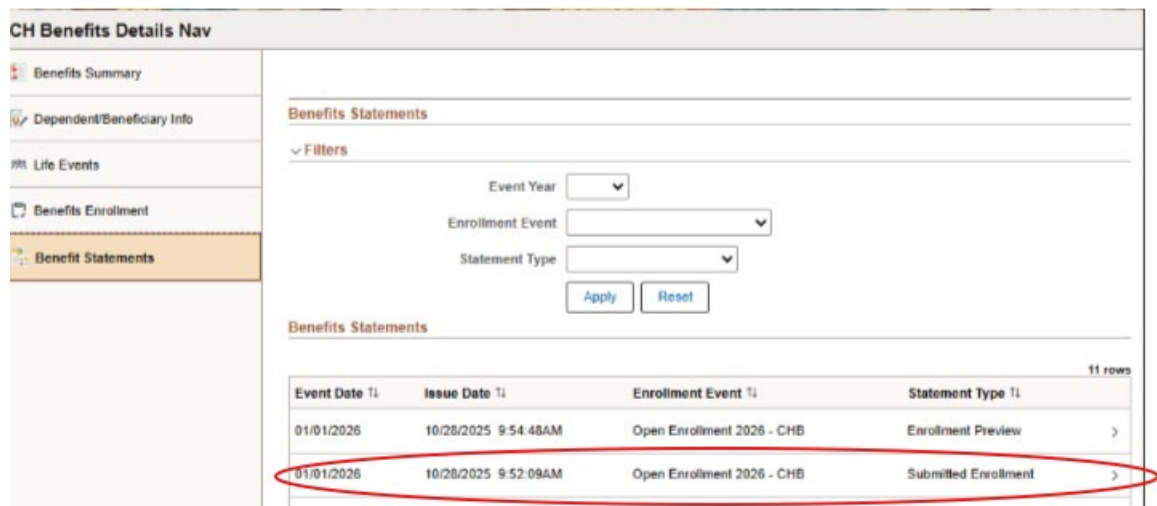
> Cost Summary

9. Click **Submit** to finalize your elections.

- If a **Benefits Alert** appears, it means additional steps are required (for example, **Evidence of Insurability (EOI)** for Supplemental Life, Spouse Life, or LTD).
- If EOI is required, your new coverage will **not** appear in your Confirmation Statement yet. You will receive an **email from Benefits** with next steps.

10. To Confirm Your Enrollment Submissions

Log into [Peoplesoft](#) > Employee Self Service Home > My Benefits Home > Benefit Details > Benefit Statements > Search for Open Enrollment 2026 > Look for **Statement Type: Submitted Enrollment**.



CH Benefits Details Nav

Benefits Summary

Dependent/Beneficiary Info

Life Events

Benefits Enrollment

Benefit Statements

Benefits Statements

Filters

Event Year

Enrollment Event

Statement Type

Apply Reset

Benefits Statements

11 rows

Event Date	Issue Date	Enrollment Event	Statement Type
01/01/2026	10/28/2025 9:54:48AM	Open Enrollment 2026 - CHB	Enrollment Preview
01/01/2026	10/28/2025 9:52:09AM	Open Enrollment 2026 - CHB	Submitted Enrollment

You have now completed Open Enrollment. Thank you. For further assistance, contact the HR Hub [here](#).