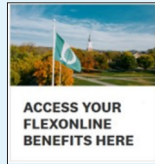


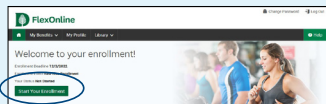
Enrollment Resources



ENROLL WITH FLEXONLINE



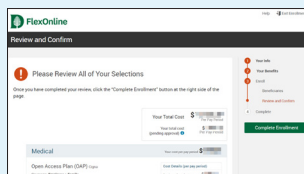
1. Go to dartgo.org/benefits-oe. Click on **Access Your FlexOnline Benefits Here**.
2. Enter your **Single Sign On (SSO)** ID and password. (HINT: This is the same ID and password you use for email.) If you have forgotten your ID or password, follow the instructions on the Web Authentication page to retrieve them.



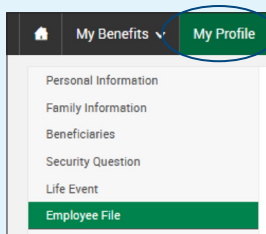
3. Your enrollment window will be at the top of the screen. Click on the green **Start Your Enrollment** button.
4. Review the **EMPLOYEE INFORMATION**, then click **CONTINUE**.



5. Review and update your **FAMILY INFORMATION** then click **CONTINUE**.
6. Answer a few **QUESTIONS** about benefits eligibility, then click **CONTINUE**.
7. Use the **ASK EMMA** tool to help with the decision making process, and to learn more about each benefit. When finished making all of your changes, click **CONTINUE**.
8. On the **ENROLLMENT** page, you will add/remove coverage, add/remove dependents from coverage, and/or change plans.
9. Review and update your life insurance beneficiaries if needed on the **BENEFICIARIES** page, then click **CONTINUE**.



10. **REVIEW & CONFIRM** your choices, then click the **COMPLETE ENROLLMENT** button. If you do not **COMPLETE** the event, your elections will not be saved.



11. Once you receive the message that your enrollment is complete, your elections will be saved. **Please review your final elections carefully before submitting, and remember to print and/or save a copy for your records.**
12. Don't forget to upload your dependent verification documentation by clicking on **MY PROFILE** off the main menu and then selecting **EMPLOYEE FILE**.

You may continue to log in and make changes to your 2024 elections until 11:59 p.m. on Monday, November 6. **Changes cannot be made after November 6, 2023.** Unless you have a qualifying life status change, you will not have another opportunity to change your benefit coverage elections until the next Open Enrollment period held each fall.

Dartmouth strives to offer comprehensive, flexible benefits plans to meet a wide range of employee needs. Take a look at all we have to offer and be sure you have the coverage you want for 2024.