



# 2025 OPEN ENROLLMENT STEPS

**October 21<sup>st</sup> – November 4<sup>th</sup> 2024 (15-day window)**

1. Review New Hire Enrollment materials at [dartgo.org/new-to-benefits](https://dartgo.org/new-to-benefits)
2. Complete your 2024 New Hire Enrollment in FlexOnline
3. Print and Save a copy of the 2024 Confirmation page
4. Review Open Enrollment materials at [dartgo.org/benefits-oe](https://dartgo.org/benefits-oe)
5. Log back in to FlexOnline and take note of Your Enrollment Event & Deadline Date (Does it now say Open Enrollment?)

Enrollment Deadline **11/4/2024**

Enrollment Event **Open Enrollment**

Your Status **Not Started**

[Start Your Enrollment](#)

6. Contact the Benefits Office if event type is incorrect
7. Complete your 2025 Enrollment in FlexOnline
8. Print and Save a copy of the confirmation page

