

How to Make an Open Enrollment Change in Employee Self-Service via CHRS

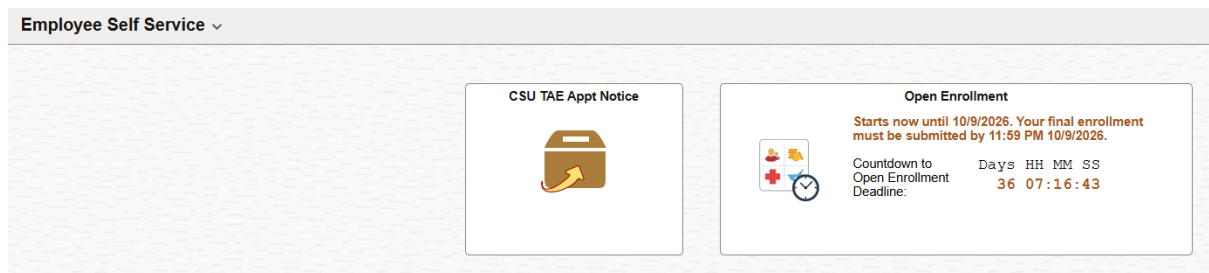
Change Your Health Plan and/or Dental Plan and/or Enrolled Dependent(s)

Beginning September 14, log in to [CHRS](#), select **Pomona** as your campus, and sign in using your CPP credentials. From the Employee Homepage, select **Open Enrollment** to begin making changes. The last day to make a change is October 9 at 11:59pm. The tile will immediately close after 11:59pm.

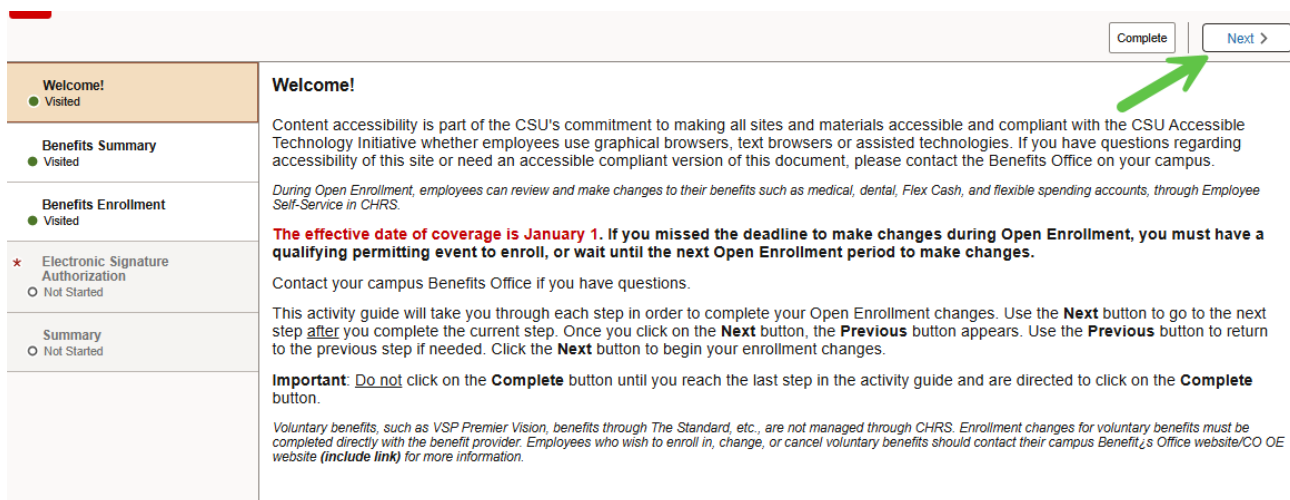
If you are not making changes to your current benefits, you do **NOT** need to participate in Open Enrollment. Your current benefits will continue for 2027. If you are a participant in a Flexible Spending Account (HCRA or DCRA), you must renew every year during Open Enrollment.

1. Open Enrollment Tile

If the Open Enrollment period is active, you will see the enrollment deadline and a countdown on the tile



2. Welcome Screen then click “Next” to proceed



3. View Current Benefits Summary

This page will default to show what benefits you are currently enrolled in. Click “Review” on a tile to view more details about that benefits. Click “Next” when you’ve finished reviewing your current benefits.

[Complete](#)
[< Previous](#)
[Next >](#)

Welcome! ● Visited

Benefits Summary ● Visited

Benefits Enrollment ● Visited

✖ Electronic Signature Authorization ○ Not Started

Summary ○ Not Started

Benefits Summary

CHRS Person ID

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on 09/03/2026
Refresh

Benefit Plans

☰ ☱
⌵

Medical Plan Kaiser PERMANENTE CALIFORNIA Coverage Employee Only 👤 0 Dependents Review	Dental Plan Delta Enhanced II Coverage Employee Only 👤 0 Dependents Review	Vision Plan Vision Service Plan Coverage Empl or Empl & Deps 👤 0 Dependents Review
Life and AD and D Plan Standard (100K / M80) Coverage \$100000	Long-Term Disability Plan Long Term Disability (MPP) Coverage 66.67% of Salary	

4. Change Your Health Plan and/or Dental Plan and/or Enrolled Dependent(s).

Benefits Enrollment

The effective date of coverage is January 1. If you missed the deadline to make changes during Open Enrollment, you must have a qualifying permitting event to enroll, or wait until the next Open Enrollment period to make changes.

Contact your campus Benefits Office if you have questions.

▼ **Enrollment Summary**

Your Pay Period Cost **\$0.00** Full Cost \$0.00

Status **Pending Review**

[Review Enrollment](#)

[Submit Enrollment](#)

Benefit Plans

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⌵

Medical Current Kaiser PERMANENTE CALIFORNIA New Kaiser PERMANENTE CALIFORNIA Status Pending Review 👤 0 Dependents Pay Period Cost \$0.00 Review	Dental Current DeltaCare USA - Enhanced New DeltaCare USA - Enhanced Status Pending Review 👤 0 Dependents Pay Period Cost \$0.00 Review	Vision Current Vision Service Plan New Vision Service Plan Status Pending Review 👤 0 Dependents Pay Period Cost \$0.00 Review
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4.1 - If applicable, add (new) dependents on your health plan. Then, select the health plan that you want to enroll in. Click “Done” to proceed.

Cancel

Medical

Done

E

The CSU provides a choice of various medical insurance plans. CSU contracts with California Public Employees' Retirement System (CalPERS) for all of our medical plan options. The cost of the medical plan premiums are shared between the CSU and the employee. If you elect a medical plan, you are automatically enrolled in the Tax Advantage Premium Plan (TAPP) unless you opt out. This provides for payment of the required medical plan premiums on a pretax basis.

Resources

ESS Handbook Medical

Enroll Your Dependents

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

Dependents	Relationship
☒ Gideon Nav	Spouse

Add/Update Dependent

Enroll in Your Plan

The Employee + 1 cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
Select Waive			\$0.00
Select ANTHEM BLUE CROSS SELECT HMO ⓘ	\$4.42	\$4.42	\$8.84
Select ANTHEM BLUE CROSS TRADITIONAL ⓘ	\$579.14	\$579.14	\$1158.28
Select BLUE SHIELD ACCESS+ CALIFORNIA ⓘ			\$0.00
Select Blue Shield Trio ⓘ			\$0.00
Select HEALTH NET SALUD Y MAS CA ⓘ			\$0.00
<input checked="" type="button" value="Select"/> Kaiser PERMANENTE CALIFORNIA ⓘ	\$51.40		\$51.40
Select PERS Gold ⓘ			\$0.00
Select PERS Platinum ⓘ		\$631.60	\$631.60
Select UNITEDHEALTHCARE Alliance HMO ⓘ			\$0.00
Select United Healthcare Harmony ⓘ			\$0.00

Overview of All Plans

- A. Place a “check” next to the dependent(s) that you want to add to your new health plan.
 - B. If your dependent is not in the Dependents table, click Add/Update Dependent. Instructions on [How to Add Dependents for the First Time](#)
 - C. If applicable, click “**Select**” to withdraw from the plan and enroll in Flex Cash. For example, if you're enrolled in a medical plan but want to enroll in Medical Flex Cash instead, waive the medical plan first, and then enroll in Flex Cash.
- OR
- D. Click “**Select**” next to the new medical plan you want to switch to.
 - E. Click “**Done**” after you've reviewed your information and made all your selections.

4.2 – Medical Plan Updated

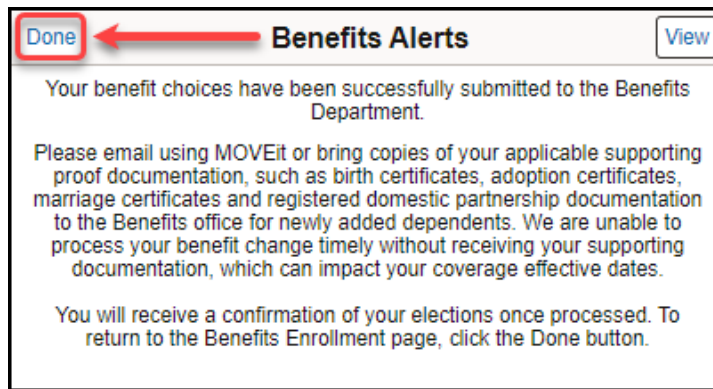
The screenshot shows the 'CSU Open Enrollment' interface. At the top, a green banner with a red circle 'A' states 'Medical plan selection has been updated'. Below this, a sidebar on the left contains navigation links: 'Welcome!' (Visited), 'Benefits Summary' (Visited), 'Benefits Enrollment' (Visited), 'Electronic Signature Authorization' (Not Started), and 'Summary' (Not Started). The main content area is titled 'Benefits Enrollment' and includes an 'Enrollment Summary' section showing 'Your Pay Period Cost \$0.00' and 'Full Cost \$0.00'. Below this, there are two 'Benefit Plans' tiles. The 'Medical' tile, marked with a red circle 'B', shows a change from 'Kaiser PERMANENTE CALIFORNIA' to 'BLUE SHIELD ACCESS+ CALIFORNIA' with a status of 'Changed' and '1 Dependents'. The 'Dental' tile, marked with a red circle 'C', shows 'DeltaCare USA - Enhanced' with a status of 'Visited' and '0 Dependents'. Both tiles have a 'Pay Period Cost \$0.00' and a 'Review' link. At the bottom of the 'Medical' tile, there is a 'Submit Enrollment' button highlighted with a red box and a red arrow pointing to it.

- At the top of the screen, a green banner will appear confirming that you updated your medical plan.
- The benefit tile will show the changed status and new plan.
- Click on another tile, such as dental, to make changes to that plan. Continue making changes as necessary.

5. Click “Submit Enrollment” after you have made all necessary changes.

This screenshot is a closer view of the 'Benefits Enrollment' page. It shows the 'Enrollment Summary' section with 'Your Pay Period Cost \$0.00' and 'Full Cost \$0.00'. Below this, the 'Benefit Plans' section is visible. The 'Medical' tile shows the change from 'Kaiser PERMANENTE CALIFORNIA' to 'BLUE SHIELD ACCESS+ CALIFORNIA' with a status of 'Changed' and '1 Dependents'. The 'Dental' tile shows 'DeltaCare USA - Enhanced' with a status of 'Changed' and '1 Dependents'. The 'Vision' tile shows 'Vision Service Plan' with a status of 'Changed' and '1 Dependents'. All three tiles have a 'Pay Period Cost \$0.00' and a 'Review' link. At the bottom of the 'Medical' tile, the 'Submit Enrollment' button is highlighted with a red box and a red arrow pointing to it.

6. Read the Benefits Alerts and click “Done”



The screenshot shows a 'Benefits Alerts' window. A red box highlights the 'Done' button in the top left corner, with a red arrow pointing to it. The window contains the following text:

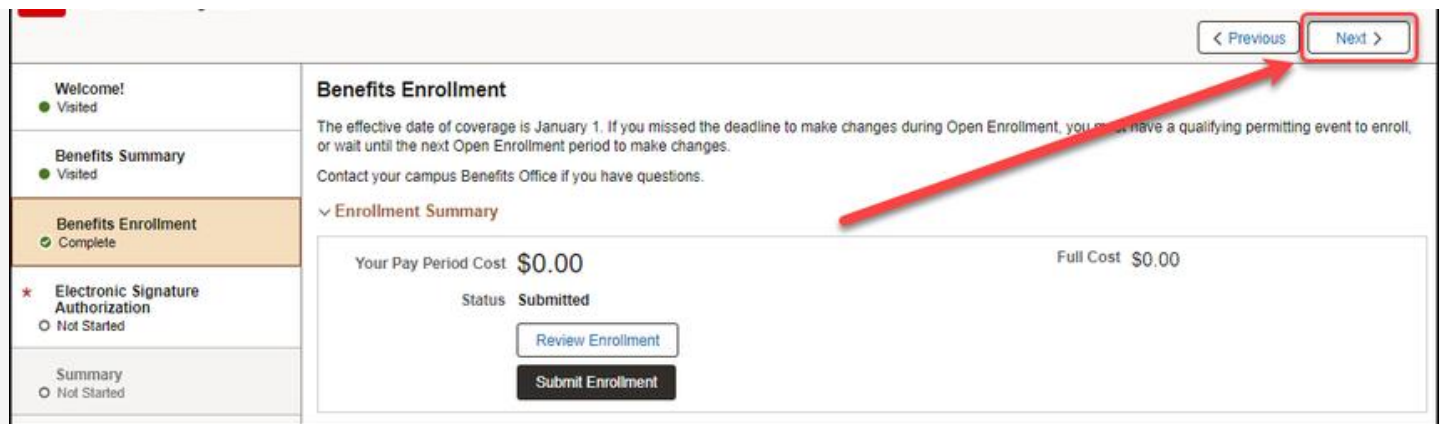
Done **Benefits Alerts** **View**

Your benefit choices have been successfully submitted to the Benefits Department.

Please email using MOVEit or bring copies of your applicable supporting proof documentation, such as birth certificates, adoption certificates, marriage certificates and registered domestic partnership documentation to the Benefits office for newly added dependents. We are unable to process your benefit change timely without receiving your supporting documentation, which can impact your coverage effective dates.

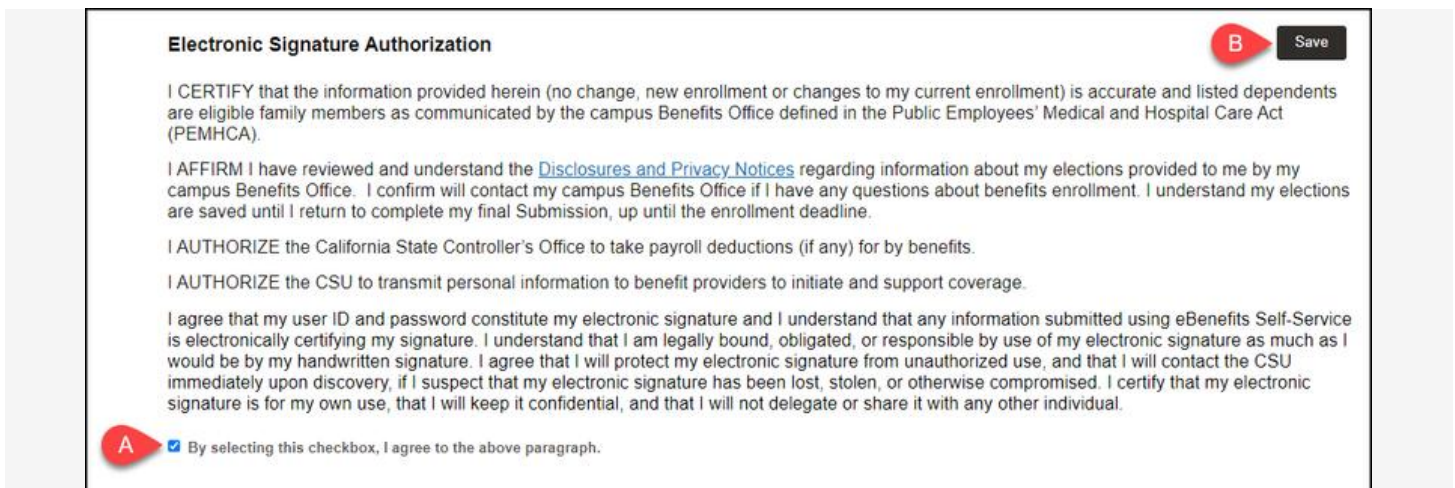
You will receive a confirmation of your elections once processed. To return to the Benefits Enrollment page, click the Done button.

7. Click Next.



The screenshot shows the 'Benefits Enrollment' page. A red box highlights the 'Next >' button in the top right corner, with a red arrow pointing to it. The page includes a sidebar on the left with navigation links: 'Welcome!' (Visited), 'Benefits Summary' (Visited), 'Benefits Enrollment' (Complete), 'Electronic Signature Authorization' (Not Started), and 'Summary' (Not Started). The main content area displays 'Benefits Enrollment' with a message about the effective date of coverage (January 1) and a link to contact the campus Benefits Office. Below this, an 'Enrollment Summary' section shows 'Your Pay Period Cost \$0.00' and 'Full Cost \$0.00'. The status is 'Submitted', and there are 'Review Enrollment' and 'Submit Enrollment' buttons.

8. Read the Electronic Signature Authorization statement. Place a check next to the statement agreeing with the above paragraph. Then, click “Save.”



The screenshot shows the 'Electronic Signature Authorization' screen. A red box highlights the 'Save' button in the top right corner, with a red arrow pointing to it. The screen contains the following text:

Electronic Signature Authorization **B** **Save**

I CERTIFY that the information provided herein (no change, new enrollment or changes to my current enrollment) is accurate and listed dependents are eligible family members as communicated by the campus Benefits Office defined in the Public Employees' Medical and Hospital Care Act (PEMHCA).

I AFFIRM I have reviewed and understand the [Disclosures and Privacy Notices](#) regarding information about my elections provided to me by my campus Benefits Office. I confirm will contact my campus Benefits Office if I have any questions about benefits enrollment. I understand my elections are saved until I return to complete my final Submission, up until the enrollment deadline.

I AUTHORIZE the California State Controller's Office to take payroll deductions (if any) for by benefits.

I AUTHORIZE the CSU to transmit personal information to benefit providers to initiate and support coverage.

I agree that my user ID and password constitute my electronic signature and I understand that any information submitted using eBenefits Self-Service is electronically certifying my signature. I understand that I am legally bound, obligated, or responsible by use of my electronic signature as much as I would be by my handwritten signature. I agree that I will protect my electronic signature from unauthorized use, and that I will contact the CSU immediately upon discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised. I certify that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other individual.

A ☒ By selecting this checkbox, I agree to the above paragraph.

- Check the box to agree to the terms outlined on the page.
- Click **Save**.

9. The bottom of the page will populate with your electronic signature, then click “Next”.

CSU Open Enrollment

Enrollment Period 9/1/2024 - 10/18/2024
Harrowhark Nonagesimus

< Previous

Next >

Save

Welcome!
● Visited

Benefits Summary
● Visited

Benefits Enrollment
● Complete

★ Electronic Signature Authorization
● Complete

Summary
○ Not Started

Electronic Signature Authorization

I CERTIFY that the information provided herein (no change, new enrollment or changes to my current enrollment) is accurate and listed dependents are eligible family members as communicated by the campus Benefits Office defined in the Public Employees' Medical and Hospital Care Act (PEMHCA).

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☐ By selecting this checkbox, I agree to the above paragraph.

Electronic Signature

User ID

Name Harrowhark Nonagesimus

Date/Time Stamp 09/11/2024 3:29:16PM

IP Address

- A. Your electronic signature will populate with your User ID, Name, Date/Time Stamp, and IP Address.
- B. Click **Next**.

10. Click “Complete” to finalize your Open Enrollment Submission.

If applicable, submit supporting documents via MOVEit if you enrolled **NEW** dependents on any of your benefit plans. Refer to the [MOVEit User Guide](#).

CSU Open Enrollment

Enrollment Period 9/1/2024 - 10/18/2024
Harrowhark Nonagesimus

Complete

< Previous

Welcome!
● Visited

Benefits Summary
● Visited

Benefits Enrollment
● Complete

★ Electronic Signature Authorization
● Complete

Summary
● Visited

Summary

Please email using MOVEit or bring copies of your applicable supporting proof documentation, such as birth certificates, adoption certificates, marriage certificates and registered domestic partnership documentation to your Benefits Office for newly added dependents.

We are unable to process your benefit change timely without receiving your supporting documentation, which can impact your coverage effective dates.

Once your supporting documentation is received, your elections will be validated and finalized. If you did not submit your elections, your enrollment will be based on the default options. Contact your Benefits Office if you have changes to your submitted enrollment or have further questions.

You can review your submitted elections on the **Benefits Statements Tile** on the **Employee Self Service Homepage**.

You will receive a confirmation of your elections once they are processed and finalized.

Click on the **Complete** button to finish your enrollments, then click on the **Exit** button to exit the Open Enrollment Activity Guide.

If you have not completed your elections, return to the **Benefits Enrollment** step and complete your elections.

Steps

4 rows

Step	Status	Date Completed	Required	Go to Step
Welcome!	● Visited		No	Go to Step
Benefits Summary	● Visited		No	Go to Step
Benefits Enrollment	● Complete	09/11/2024	No	Go to Step
Electronic Signature Authorization	● Complete	09/11/2024	Yes	Go to Step

If you are adding dependents, you will need to submit the following documents:

- Social Security Card (for children, spouse, domestic partner)
- Birth Certificate(s) (for children)
- Marriage Certificate (for spouse)
- Declaration of Domestic Partnership (for domestic partner)

11. Click on “Yes”

Are you sure you want to mark this action complete?

12. Close the Open Enrollment page, click the kebab (three dots) menu, then, click “Home” to return to your “Employee Self- Service” Homepage.

✕ Exit

CSU Open Enrollment

Enrollment Period 9/1/2024 - 10/18/2024
Harrowhawk Nonagesimus

Home

< Previous

Welcome! ● Visited	Summary Please email using MOVEit or bring copies of your applicable supporting proof documentation, such as birth certificates, adoption certificates, marriage certificates and registered domestic partnership documentation to your Benefits Office for newly added dependents. We are unable to process your benefit change timely without receiving your supporting documentation, which can impact your coverage effective dates. Once your supporting documentation is received, your elections will be validated and finalized. If you did not submit your elections, your enrollment will be based on the default options. Contact your Benefits Office if you have changes to your submitted enrollment or have further questions. You can review your submitted elections on the Benefits Statements Tile on the Employee Self Service Homepage . You will receive a confirmation of your elections once they are processed and finalized. Click on the Complete button to finish your enrollments, then click on the Exit button to exit the Open Enrollment Activity Guide. If you have not completed your elections, return to the Benefits Enrollment step and complete your elections.
Benefits Summary ● Visited	
Benefits Enrollment ● Complete	
* Electronic Signature Authorization ● Complete	
Summary ● Complete	