

2022 Open Enrollment Instructions

(For Benefits Effective January 1, 2022)

Step 1:

- Go to **Empliant**, our benefits management system:
<https://www.empliant.com/login.cfm>

Step 2:

- Enter the following information on the login page:

Company ID:	Elizabethtown
User ID:	Your Outlook User ID (do not include @etown.edu)

Login

Company ID:

User ID:

Sign In

[Where do I enter my Password?](#)

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 Empliant™

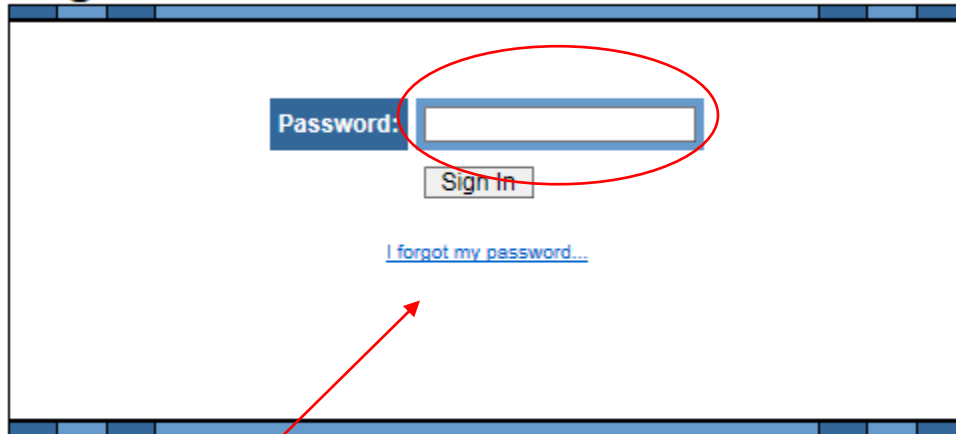
Step 3:

- Click **Sign In** to enter your password on the next screen.


Step 4:

- Enter your password. (Note: This is not necessarily your Outlook password. Although it could be, passwords in this system are unique and do not sync with your E-town Outlook account.) First-time users will be prompted to create a password.

Login



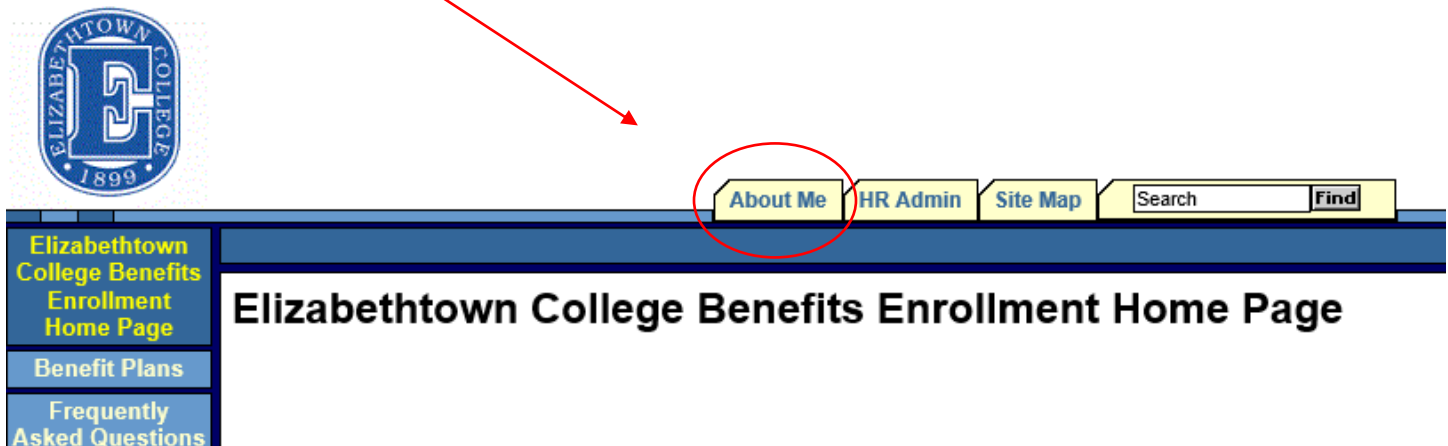
The screenshot shows a login interface with a "Password:" label, a text input field, a "Sign In" button, and a link that says "I forgot my password...". A red oval highlights the password input field, and a red arrow points from the "I forgot my password..." link to the text below it.

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- If you forgot your password, there is a link to reset it below the Sign In box.
- After you enter your password click **Sign In**

Step 5:

- Click on the **About Me** tab



The screenshot shows the navigation menu of the Elizabethtown College Benefits Enrollment Home Page. The "About Me" tab is circled in red. A red arrow points from the text "Click on the About Me tab" to the "About Me" tab. The navigation menu includes "About Me", "HR Admin", "Site Map", and a search box with a "Find" button. The page title is "Elizabethtown College Benefits Enrollment Home Page".



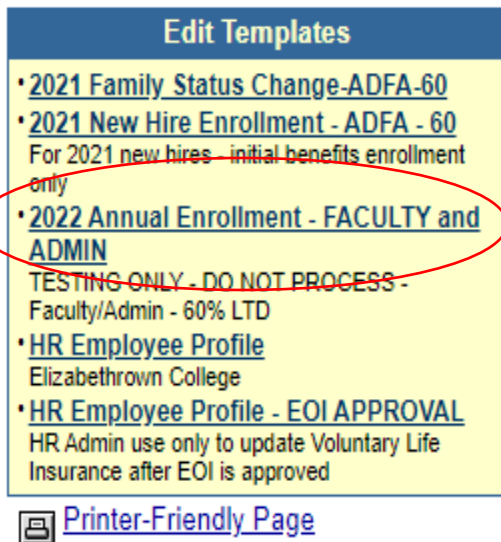
Elizabethtown College Benefits Enrollment Home Page

Benefit Plans

Frequently Asked Questions


Step 6:

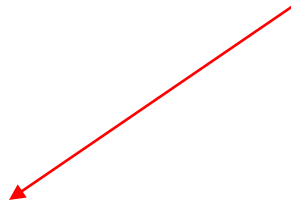
- On the right side of the screen, click on **2022 Annual Enrollment – Faculty and Admin.**



Edit Templates

- [2021 Family Status Change-ADFA-60](#)
- [2021 New Hire Enrollment - ADFA - 60](#)
For 2021 new hires - initial benefits enrollment only
- [2022 Annual Enrollment - FACULTY and ADMIN](#)
- ~~TESTING ONLY - DO NOT PROCESS - Faculty/Admin - 60% LTD~~
- [HR Employee Profile](#)
Elizabethown College
- [HR Employee Profile - EOI APPROVAL](#)
HR Admin use only to update Voluntary Life Insurance after EOI is approved

 [Printer-Friendly Page](#)

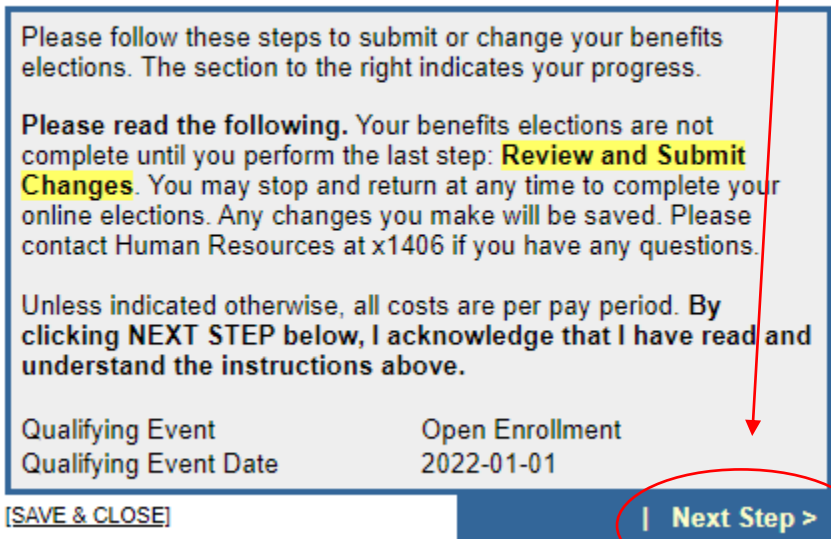


Step 7:

- Review the Welcome Instructions. Click **Next Step** to begin the open enrollment process.

Welcome Instructions

 Legend



Please follow these steps to submit or change your benefits elections. The section to the right indicates your progress.

Please read the following. Your benefits elections are not complete until you perform the last step: **Review and Submit Changes**. You may stop and return at any time to complete your online elections. Any changes you make will be saved. Please contact Human Resources at x1406 if you have any questions.

Unless indicated otherwise, all costs are per pay period. **By clicking NEXT STEP below, I acknowledge that I have read and understand the instructions above.**

Qualifying Event	Open Enrollment
Qualifying Event Date	2022-01-01

[\[SAVE & CLOSE\]](#)

| Next Step >

