



Things to consider when selecting your medical plan:


- Dependent(s) medical plans must be identical to the employee's medical plan.
- You must verify that your doctor is a provider in your plan. Visit the individual carrier's website on the insurance carrier's contact sheet. https://www.nocccd.edu/files/benefits-providers-contact-sheet_08949.pdf.
- You must verify which billing region applies to you. Select your residential or campus zip code to confirm the available health plans go to CalPERS —>Active Members—>Health Benefits—>Plans and Rate—> Zip Search

Accessing Open Enrollment


1. Log-In on MyGateway utilizing your existing single sign-on
2. Click on "Employee" link (located on left-hand side)
3. Click on "Open Enrollment 2018" located under the Employee Details Channel (right)
4. Click on "Start Open Enrollment"


Options will be displayed for you to Update - Medical, Dental, and Vision


**** Instructions listed below apply to medical, dental, and vision****


 = CLICK

IF NO PLAN HAS PREVIOUSLY BEEN SELECTED


 On the coverage that you wish to update. Then click your desired plan.


 Choose type of coverage by clicking on "MyChoice" located on the right.

 "Save and Return to Open Enrollment Group Detail"


 "Return to Open Enrollment Summary" to begin next coverage Update.


NO CHANGES NECESSARY TO YOUR CURRENT PLAN


After  "Start Open Enrollment" , verify that the current coverage is accurate.


If no changes are necessary, click  "Complete" and you are done!

TO CHANGE A CURRENT PLAN SELECTION

 On the coverage that you wish to change.

 On the desired plan that you wish to select. Choose the type of coverage by clicking on "MyChoice" located on the right

 "Save and Return to Open Enrollment Group Detail"

 "Return to Open Enrollment Summary" to begin next coverage Update.

Completing Open Enrollment

- After making all necessary selections , click "**Complete**" and your final "Open Enrollment Summary" will display. The update option will no longer be available. You will receive a confirmation email.
- If your selections are not accurate, you must click on "**Reopen Open Enrollment**" to return to previous menu and make any necessary changes.
- For questions, call the Office Of Human Resources at (714) 808-4800 .