

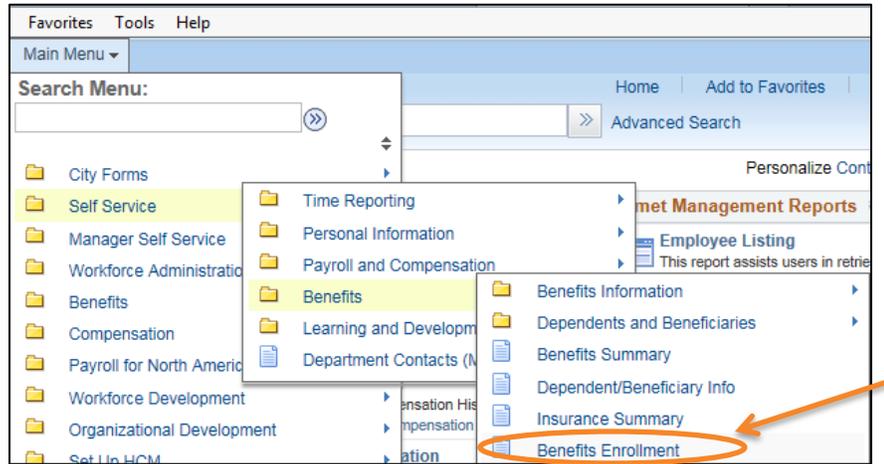
# How to complete your open enrollment in COMET



## How to enroll in COMET

### LOG IN TO COMET AND FIND YOUR OPEN ENROLLMENT EVENT

- 1) Go to [www.minneapolismn.gov/hr/hris](http://www.minneapolismn.gov/hr/hris) and click “COMET Sign-In” in the top right corner.
- 2) Enter your username and password and click “HR.”
- 3) Click “Main Menu” and then “Self-Service,” “Benefits” and “Benefits Enrollment.”
- 4) Click the “Select” button and an Enrollment Summary screen will list of all your benefits and current selections.



- 5) To make a change to your benefits, click the “Edit” button next to that benefit. When you have completed your open enrollment selections, press “submit” at the bottom of the page.

### EXAMPLE: MEDICAL COVERAGE

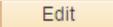
- Under Enrollment Summary, click “Edit” next to the medical benefits. The medical page will display all of the six network options for 2017 as well as the semi-monthly cost. Select the network you want to enroll in.

Enrollment Summary			
<b>Medical</b>	Before tax	After Tax	<input type="button" value="Edit"/>
Current: Health East ACO Wellness Btax:Family			
New: Health East ACO Wellness Btax:Family	5.00		
<b>Dental</b>	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Delta Dental Plan of MN:Family			
New: Delta Dental Plan of MN:Family	0.00		

- If you need to add dependents, click “Add/Review Dependents” under the “Enroll Your Dependents” section. You must submit documentation to the Benefits Office for dependents that you add to your plan for the first time. Please visit [www.minneapolismn.gov/hr/benefits](http://www.minneapolismn.gov/hr/benefits) for detailed instructions if this applies to you.
- Click “Update Elections” to save the network and coverage level you have chosen for 2017.

## EXAMPLE: HEALTH CARE FLEXIBLE SPENDING

- Click the “Edit” button next to Health Care Flexible Spending Account.

Health Care Spending Account	Before Tax	After Tax	
Current: City Health Care Spending Acct: \$800.00			
New: City Health Care Spending Acct: \$800.00		33.33	

- To enroll in health care flexible spending for 2017, click “City Health Care Spending Acct” under “Select an Option.”
- In the “Annual Pledge” box, put in the annual amount you want put into a flexible spending account for the 2017 calendar year and then click “update elections.”

## Verify your enrollment and get enrollment assistance

### HOW CAN I VERIFY WHAT I ENROLLED IN?

You can log back into your open enrollment event anytime between Nov. 1-15 to make changes or verify your elections. Print the Enrollment Summary page and keep a copy for your records.

### WHAT IF I MAKE A MISTAKE?

In December, a confirmation statement will be mailed to your home address confirming the benefits you enrolled in for 2017. It is your responsibility to let the Benefits Office know if anything on the form is incorrect before Jan. 1, 2017.

### HOW CAN I GET HELP?

Attend one of the open computer labs. A Human Resources employee will be available to help you through the COMET enrollment.

Date	Time	Location	Address
Tuesday, Nov. 1	2:30-3:30 p.m.	Hiawatha Maintenance Facility Second floor computers	1901 E. 26th St.
Thursday, Nov. 3	7-10 a.m.	Public Service Center Computer Lab, Room 13B	250 S. Fourth St.
Thursday, Nov. 3	3-6 p.m.	Public Service Center Computer Lab, Room 13B	250 S. Fourth St.
Monday, Nov. 7	7-9 a.m.	Currie Maintenance Facility Conference Center	1200 Currie Ave. N.
Tuesday, Nov. 15	9 a.m.- noon	Public Service Center Computer Lab, Room 13B	250 S. Fourth St.

## What if I don't know my username and password for COMET?

Username: Employee ID number.

Password: Call the Minneapolis IT Service Desk at 612-673-2525 for help.