

2022 annual open enrollment, Nov. 1–15 | How to enroll



If you are planning to participate in open enrollment this year, you must do so between Nov. 1 and Nov. 15, 2021. Funds for 2021 FSAs must be used by Dec. 31, 2021, because they do not roll over from year to year. All employees who want an FSA for 2022 must re-enroll during this open enrollment period. **The deadline to enroll is 1 p.m. on Nov. 15.**

Employees are required to participate in open enrollment only if:

- The employee wants to enroll or re-enroll in an FSA for 2022
- The employee wants to make changes to current benefits
- The employee wants to add or remove dependents from coverage
- The employee wants to elect ETO cash-out



How to enroll

1. Go to myHR: <https://hr.asante.org> and click **Continue to Sign In** (if you're automatically signed in, skip to step 3).
2. You will be asked to sign in:
 - If you are completing this from home, use your Asante email address (e.g., *john.doe@asante.org*) and Asante network password.
 - If you are completing this from any Asante network workstation, use your Asante network username and password.
3. On the myHR home page, locate the widget titled **Open Enrollment**.
4. Click on **My Open Enrollment**.
5. If you plan to add new dependents to your 2022 benefits, click on the **Dependents** tab on the menu on the left side of the screen.
6. Click the **Add** button.
7. To start your enrollment in benefits, click on the **Enrollment** tab. A list of benefits will display.
8. Select only the benefits you plan to change.
9. When finished making elections, you will land on the **Review and Submit** page, or you can scroll to the bottom of the menu and click on **Review and Submit**.
10. All of your elections will display at the bottom of the **Review and Submit** page. To submit your elections, click the blue **Submit** button at the top of the page.
11. **Confirm** your submission. Once you've submitted your elections, a confirmation statement will be sent to your Asante email address.
12. To make changes to elections you have already submitted, open the session again from the **My Open Enrollment** link on the myHR home page and resubmit by 1 p.m. on Nov. 15.