

Certain changes to your IU benefits may be made at any time. These include updating your beneficiaries, changing your Health Savings Account (HSA) contribution, or changing your supplemental retirement plan contribution amount or type (pre-tax or after-tax Roth). Optional Benefit Changes are effective the day of submission if completed before 7:00PM ET, or the following day if submitted after this time. Follow the instructions below to make these optional benefit changes online.

1 Search for and select **Employee Center** from one.iu.edu.



2 Login through CAS using your IU network ID and password.

3 Select the **Benefits** tile.



4 Click the buttons to **Start Optional Benefit Change**.



5 Update/verify your personal information.

6 Update/verify your payroll direct deposit and tax withholding information.

7 Click the yellow **Start My Enrollment** button.



8 Click the yellow **Select** button next to your job title.

9 Click the **Start My Enrollment** button and make all benefit changes related to the event.

10 Click the blue **Edit** button next to each plan you wish to make changes to.

11 When finished, click **Proceed** at the bottom of the screen.

12 Review your changes and click the gray **Continue** button at the bottom of the screen.

13 Review the authorization then click **Submit**.

14 A confirmation e-mail will be set to your IU email address once your elections have been submitted. If you do not receive a confirmation, your event was not submitted properly.