Search for and select **Employee Center** from [one.iu.edu](http://one.iu.edu).

Login through CAS using your IU network ID and password.

Select the **Benefits** tile.

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

Update/verify your personal information.

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

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

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

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

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

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

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

Review the authorization then click **Submit**.

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.