

# DID YOU KNOW...?

You can submit your Benefits Enrollment documents directly through the OneSource self-service portal.

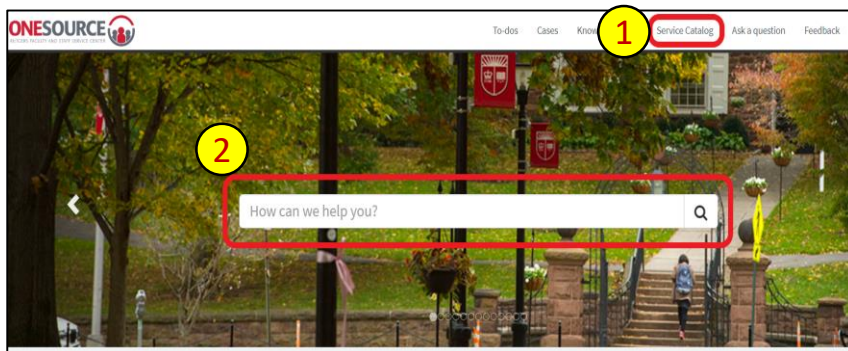
## OPEN ENROLLMENT IS FROM OCTOBER 1 – 31, 2019

- Changes made during open enrollment will become effective January 1, 2020
- This is your opportunity to revise your plan and/or coverage for:
  - ✓ Health, Dental, and Prescription Drug Coverage
- You will also have the opportunity to enroll in or make changes to:
  - ✓ Pre-tax Flexible Spending Account Selection and Voluntary Retirement Savings (ACTS, 403(b), 457 plans)

Please note all Benefits Enrollment documents must be submitted in PDF format. The state will not accept JPEG or other picture formats.

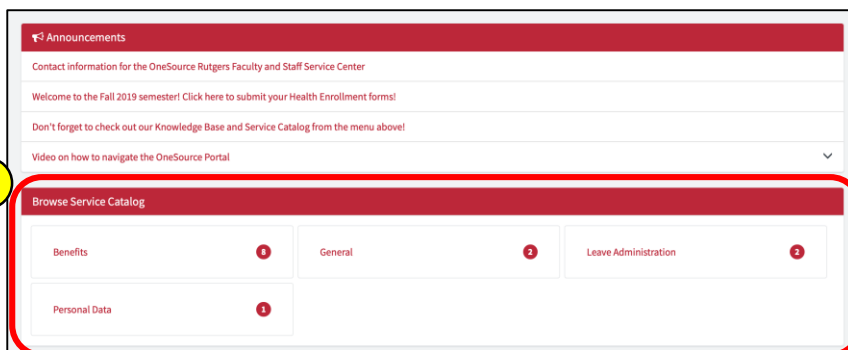
Where do I go on the OneSource self-service portal to submit my Benefits Enrollment documents?

There are multiple ways to access Benefits Enrollment services...



1 The Service Catalog on the top right of the self-service portal

2 The “How can we help you?” search bar on the ‘Home’ page



3 Browse Service Catalog below the announcements on the ‘Home’ page

Please visit the OneSource self-service portal for more details and additional resources!

Questions? Comments? We want to hear from you!

Your engagement is important to us.

Please visit us at the <https://onesource.rutgers.edu/> (OneSource self-service portal) or call (732) 745-SERV (7378).