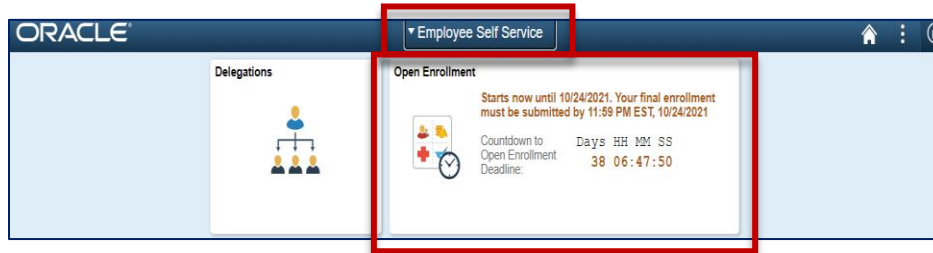
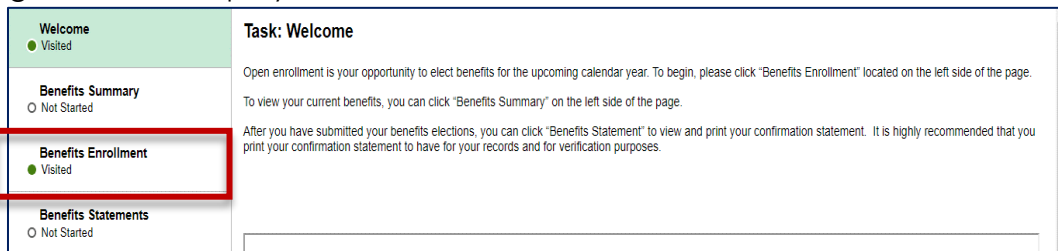


RETIREES: HOW TO ENROLL IN BENEFITS DURING OPEN ENROLLMENT USING PEOPLESFT EMPLOYEE SELF SERVICE

- Log onto PeopleSoft <https://psempsrv.norfolk.gov/psp/HRPROD/?cmd=login> with your username and password
- Select the **Employee Self Service Homepage**
- Select the **Open Enrollment Tile**

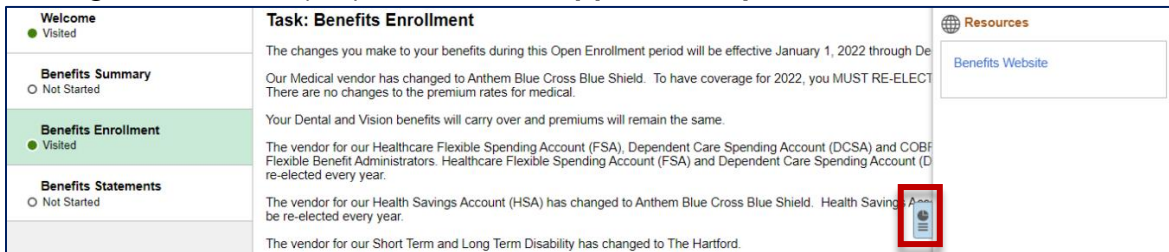


The following screen will display:

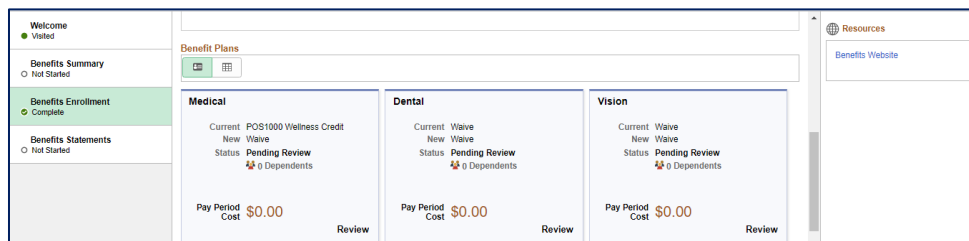


- To begin entering your benefits, select **Benefits Enrollment**

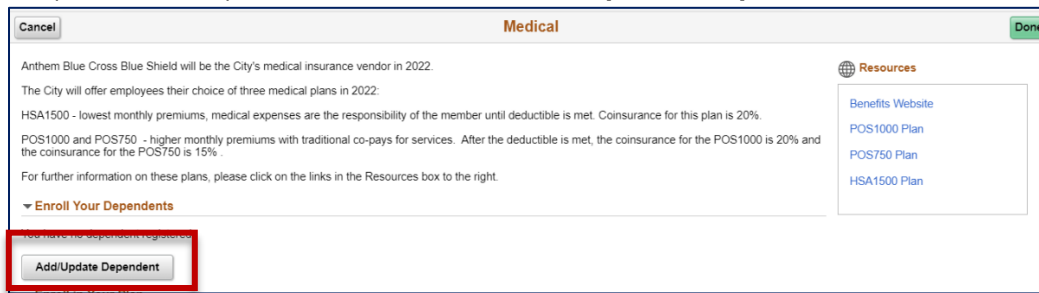
The following screen will display. Select the **Supplementary Panel Button** to view full screen



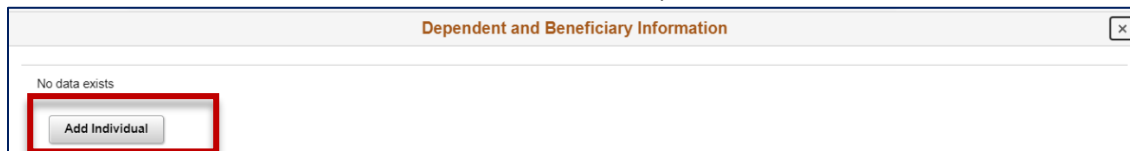
- Scroll down and select the desired benefits tile to make your elections by choosing a benefits tile



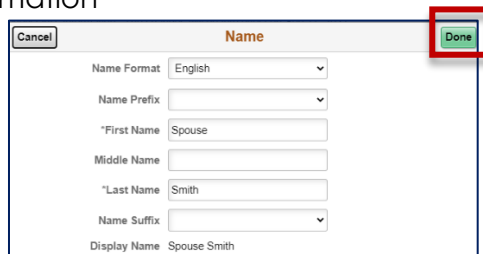
- To add a spouse or dependent, select the **Add/Update Dependent button**



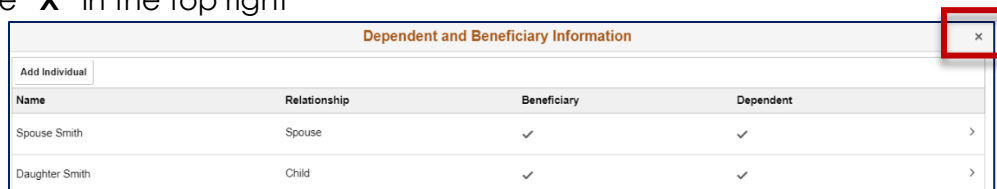
- Select the **Add Individual button** to add a new dependent



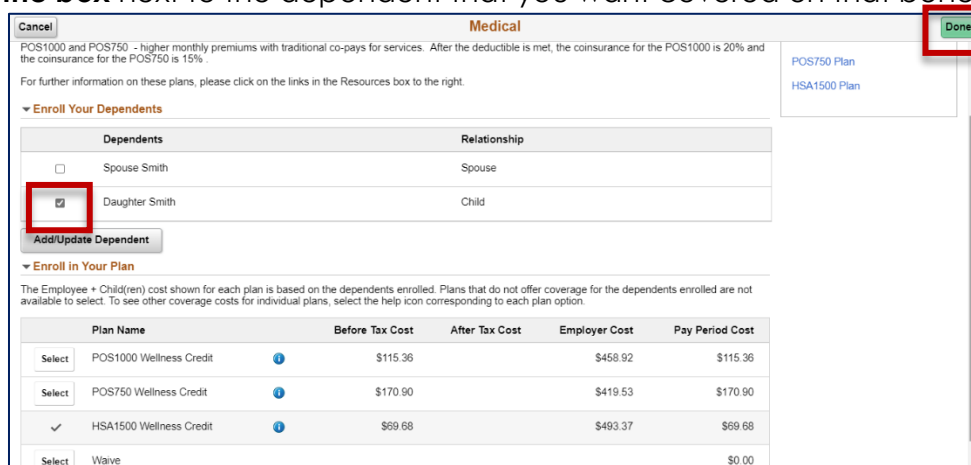
- Enter your spouse or dependent's name and then click the **Done button** and then continue to add the dependent's information



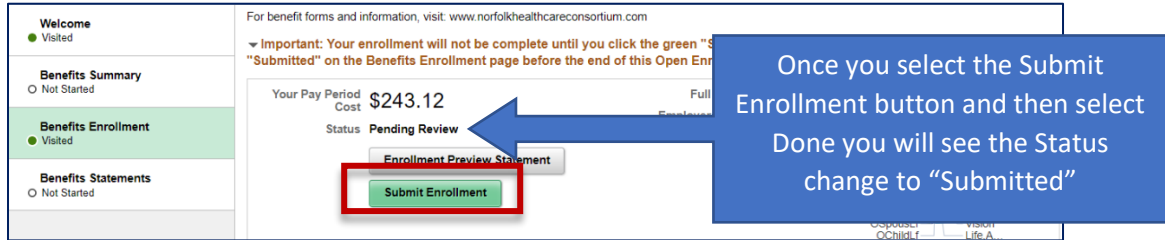
- Continue to enter all dependent's information. Once completed, select the **Save button**
- Repeat steps as needed for all other dependents. Once all dependents have been entered, select the **"X"** in the top right



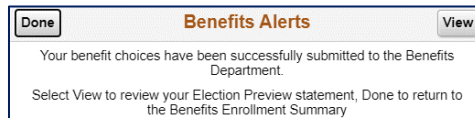
- Once you have entered your dependents, you can select them as needed by placing a **check in the box** next to the dependent that you want covered on that benefit



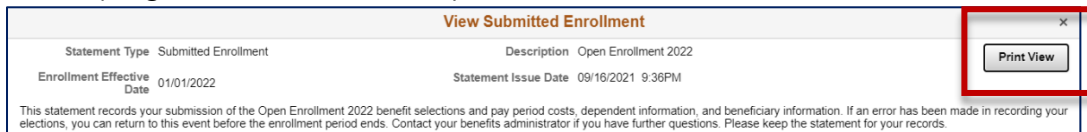
- Select **Done** once completed
- Continue to make elections for other benefits as needed including adding dependents if applicable
- Once you have elected your benefits, scroll back to the top and you will see that all your changes and monthly amounts will be reflected on the tiles on the Benefits Enrollment screen.



- Select **Submit Enrollment**
- Select the **Done** button to submit or the **View** button to view and print your benefits elections



To view and print: Select **Print View** at the top right to do so. After you print your elections, select the **“X”** in the top right to be returned to your Benefits Enrollment screen:



Please Note: It is recommended to print or save a copy of your benefits summary for your records.