

Open Enrollment Login Instructions

The district's "Insurance Open Enrollment" period is an annual opportunity for insurance eligible employees to enroll or make changes in their insurance coverage. The Open Enrollment period for the 2020 insurance plan year will begin on Monday, October 28, 2019, and continue through Friday, November 15, 2019. During this Open Enrollment period, employees have the opportunity to select their insurance coverage choices for the upcoming year. Selections or changes made during this Open Enrollment period will become effective January 1, 2020. Plans subject to underwriting may decline enrollment or have a delayed enrollment date based on underwriting approval.

Below is an explanation of the process you will need to follow to update or reconfirm your insurance coverage choices during the Open Enrollment period.

Active Employees

Complete the Open Enrollment process through the District's ENCORE system as follows:

Log into ENCORE

- Access the District Home Page (www.davis.k12.ut.us)
- Click on "Encore" under "Quick Links"
- Enter your "Encore" Username and Password

(If you don't have an Encore Username and Password use the following:)

Username: ENROLLMENT
Password: ENROLLMENT



Select: Financials
↓
Insurance
↓
Open Enrollment Sign In Form

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Enter your employee ID number, birthdate (DD-MON-YYYY), and the last 4 digits of your social security number to access the Open Enrollment options.



The screenshot shows a web interface for the Davis School District's Open Enrollment Module. At the top, it says "Welcome to Davis School District's Open Enrollment Module". Below that, it asks the user to "Please identify yourself to the computer." There are three input fields: "Employee ID #:", "Birthdate (DD-MON-YYYY): (01-JAN-1900)", and "Last 4 digits of Social Security #:". At the bottom, there are two buttons: "Execute" and "Dismiss".



Continue through the Open Enrollment Process as directed on the screens

PLEASE NOTE: You may access the Open Enrollment process as often as you would like during the Open Enrollment period. If you access the system more than once, you must re-enter your insurance selections. Remember, the last change you complete is the one that will be recorded and communicated as your enrollment choice. We recommend you print a copy for your records.

Retired Employees To complete Open Enrollment and select your insurance coverage choices for 2020, you will need to complete the electronic Open Enrollment process by following the instructions on under "Active Employees". You will need to use the word "Enrollment" as both your Username and Password. Please remember that this enrollment process must be completed no later than Friday, November 15, 2019. If you do not complete the electronic Open Enrollment process by that date, **your insurance coverage selection for 2020 will remain as it was during 2019.** We recommend you print a copy for your records.

COBRA Participants

Included with your Open Enrollment packet is an Enrollment Form. Complete the Enrollment Form and return it to the Human Resources Department no later than Friday, November 15, 2019. If the Human Resources Department does not receive your form by that date, your insurance coverage selection for 2020 will remain as it was during 2019. We recommend you make a copy for your records.