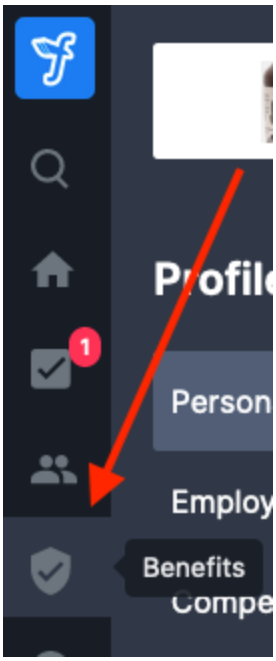
How To: Enrolling in your Benefits

Support Team 1 month ago

Follow

Once you have been notified that you are eligible to make benefit elections either as a new hire or during open enrollment, follow these steps:

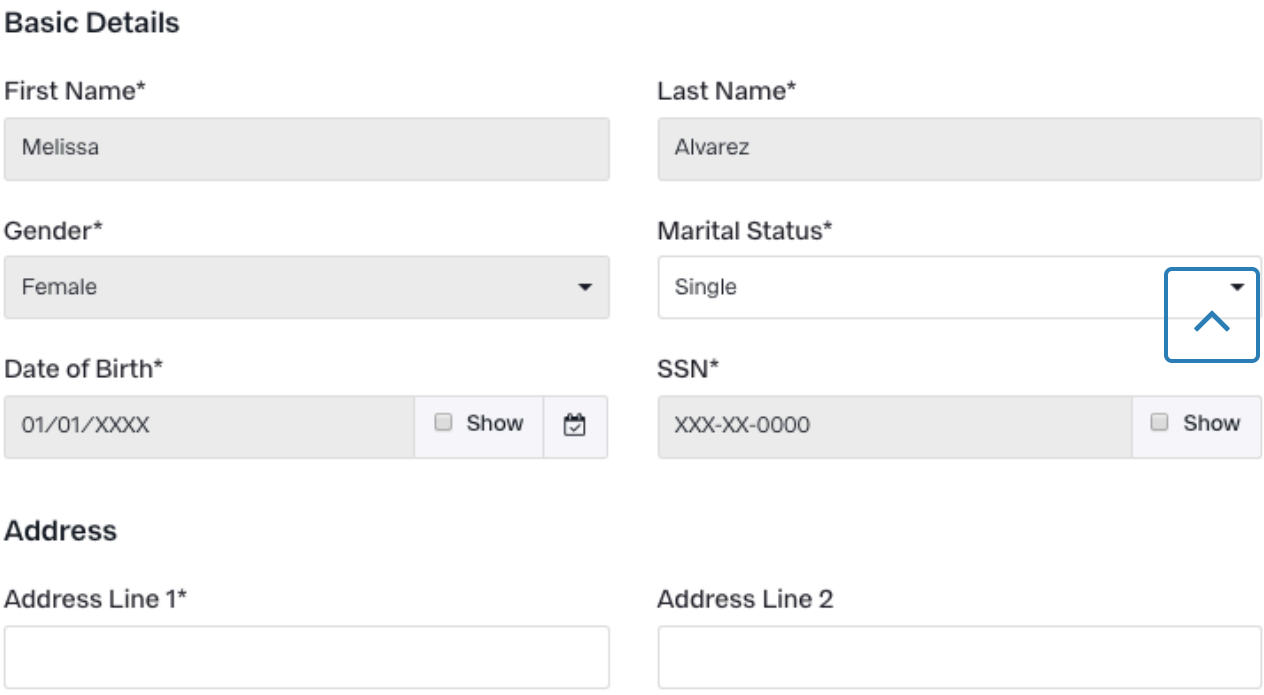
1. Log in to Flock and click on the **Benefits** tab at the left side of the page.



2. Click **Enroll/Update.**



3. Update Basic Information: *It is important to update your profile information or your benefits may be delayed.* Fill in any missing profile information. Fields marked with an asterisk (*) are required. To proceed, click **Save & Proceed** at the bottom of the page.

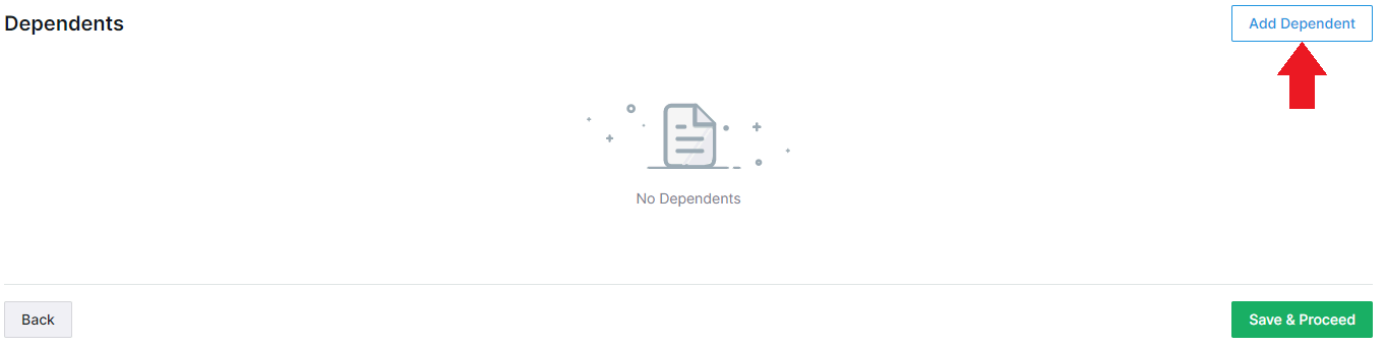


Why are some of the fields locked for editing?

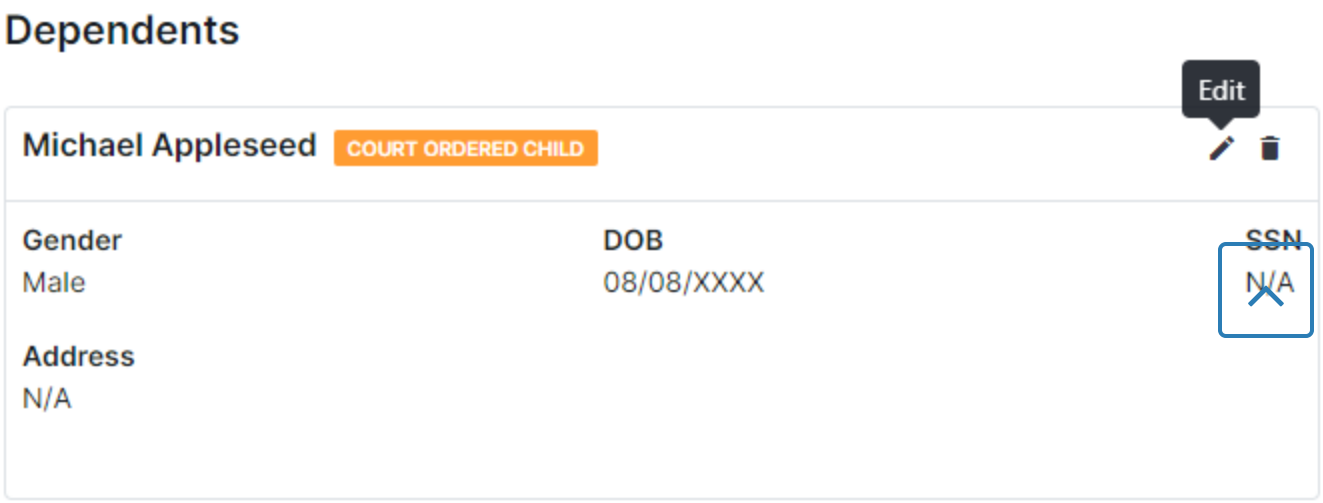
Paychex Flex users: you may see that certain fields cannot be edited. In order to update these fields, you must do so in your Paychex Flex profile.

Non-Paychex Flex users: Your company may have locked some fields for editing. Contact your HR admin to assist.

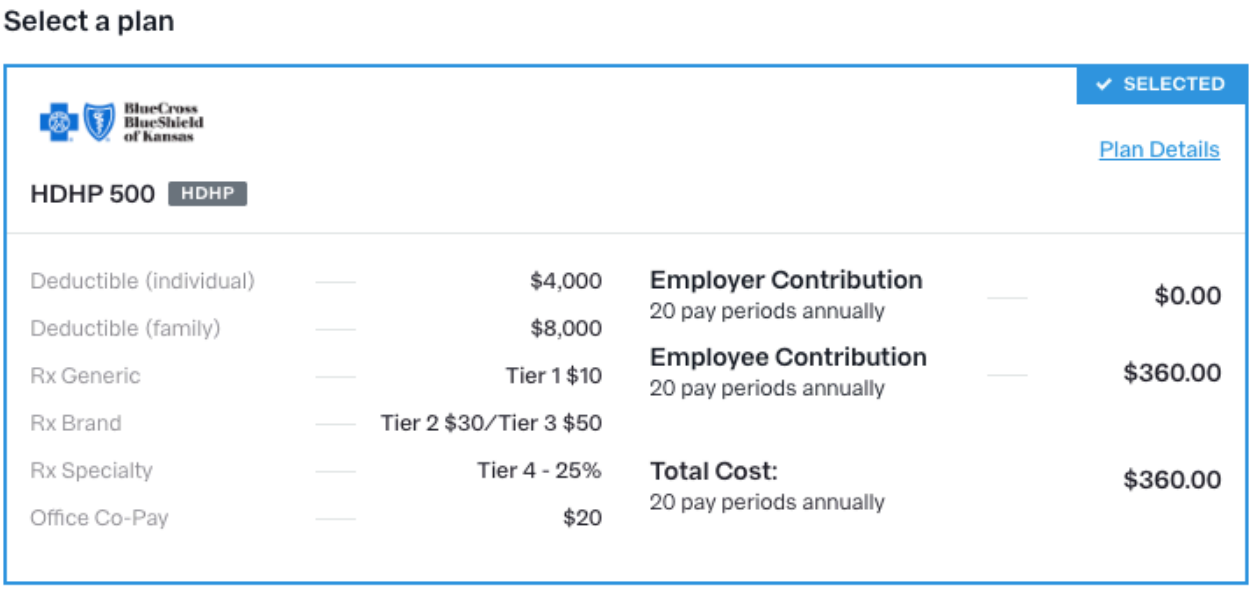
4. Add Dependents: You may add dependents you wish to include in your elections by clicking the **Add Dependent** button. (You will have the option to enroll them or not enroll them in the next steps.)



5. Edit/Delete Existing Dependents: **Edit** or **Delete** their information in Flock by clicking the Edit pencil in the upper right corner of their information section. When finished, click **Save & Proceed**.



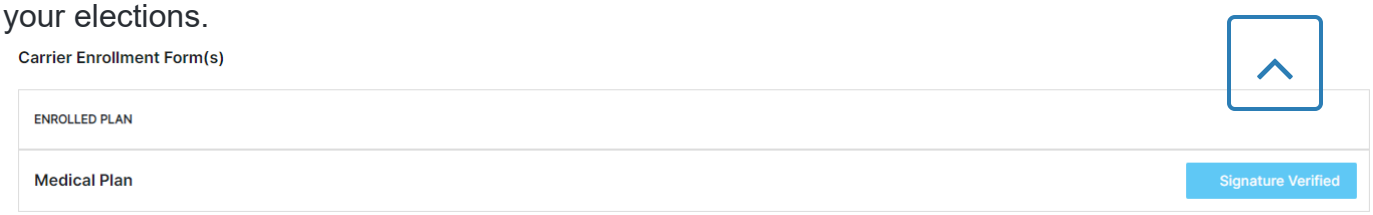
6. Select Benefits: You will now be shown any plans for which you are eligible.
   - For each plan displayed, decide which of your dependents you wish to include in coverage by selecting the dependent at the top of the page.
   - Select the plan you wish to enroll in by clicking on the plan.



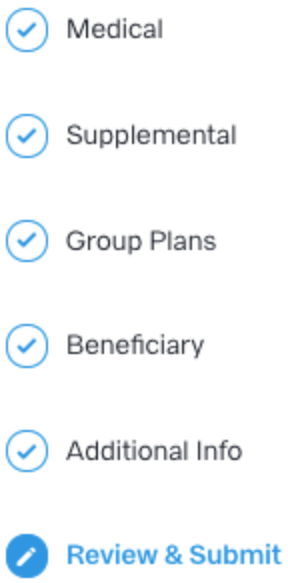
   - For more information about a plan, including information like emergency room costs and co-insurance rates, you may wish to view the **Plan Details**. You may also be able to view the carrier's plan summary or follow a link to the carrier's website.
   - If there are multiple plans to choose from in any given coverage type, you have the option to **Compare Plans**. Clicking this button will allow you to see the coverage details of different plans side-by-side. You may choose up to 3 plans in the comparison window.
   - If you have current elections in Flock, you may see them by clicking on the Existing Coverage drop down menu on the bottom right-hand side of the screen:

- *Note: You may choose to **Waive** any plan or group of plans at the bottom of the page. When you've made your choices, click **Save & Proceed**. Follow the same steps for the remaining benefits.*

7. Additional Info: This important step may ask you to sign consent forms, answer additional enrollment questions, and may contain important information for you to know before you finalize your elections.



8. Review & Submit:
   - To make changes to your elections, click on the **Benefit Type** in the left-hand column.
   - When you are satisfied with your elections, remember to click **Submit Enrollment** at the bottom of this page. *Otherwise, your changes will not be recorded.*



If you need additional help reference this Video Tutorial on How to Enroll.

Was this article helpful? 33 out of 41 found this helpful

Have more questions? Submit a request