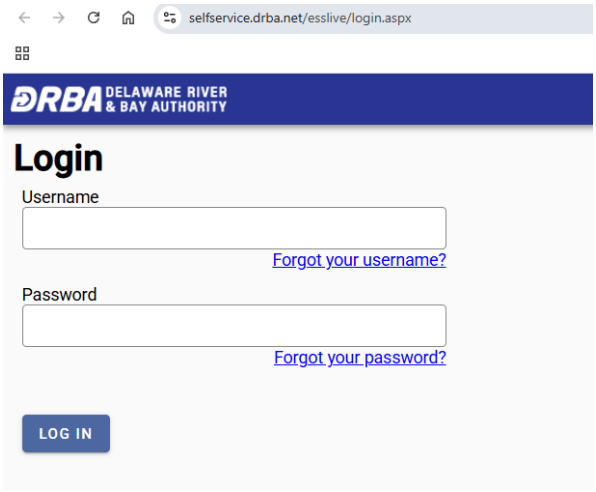
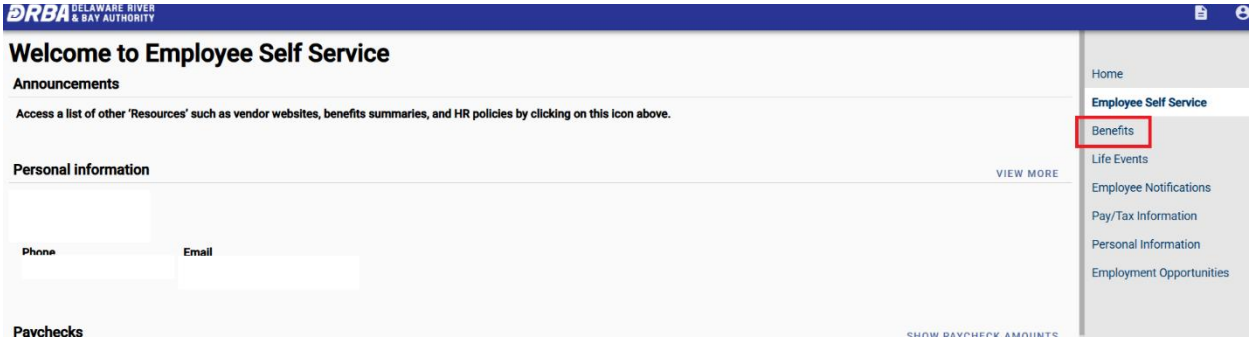
Open Enrollment Instructions

Please note: This is a passive enrollment meaning that if you are not making changes to your healthcare enrollment, you do not have to do anything UNLESS you have a current medical flexible spending account that you WILL have to go in and update if you are continuing that into the next year. Like last year, all benefits information can be found on the DRBA Benefits Portal at https://drba.myben.site/ .

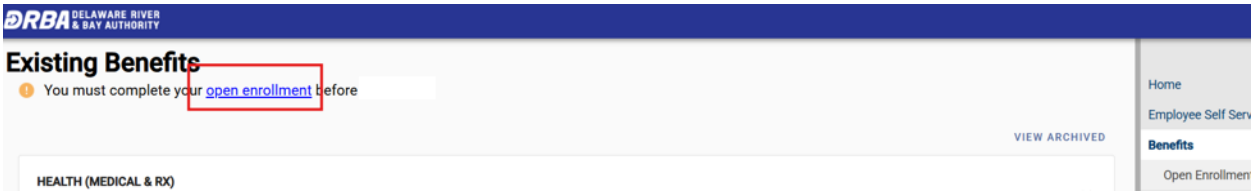
1) To make your elections in Employee Self Service go to https://selfservice.drba.net/esslive/login.aspx . Enter your credentials and log in. If you need a password reset, please email Laura.Hanna@drba.net.



2) Click benefits on the right tab



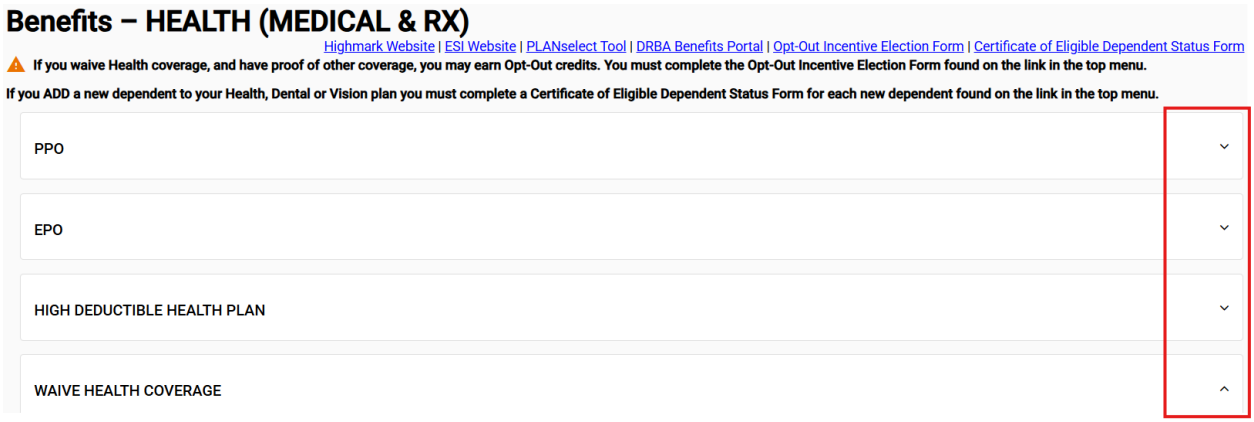
3) Click Open Enrollment



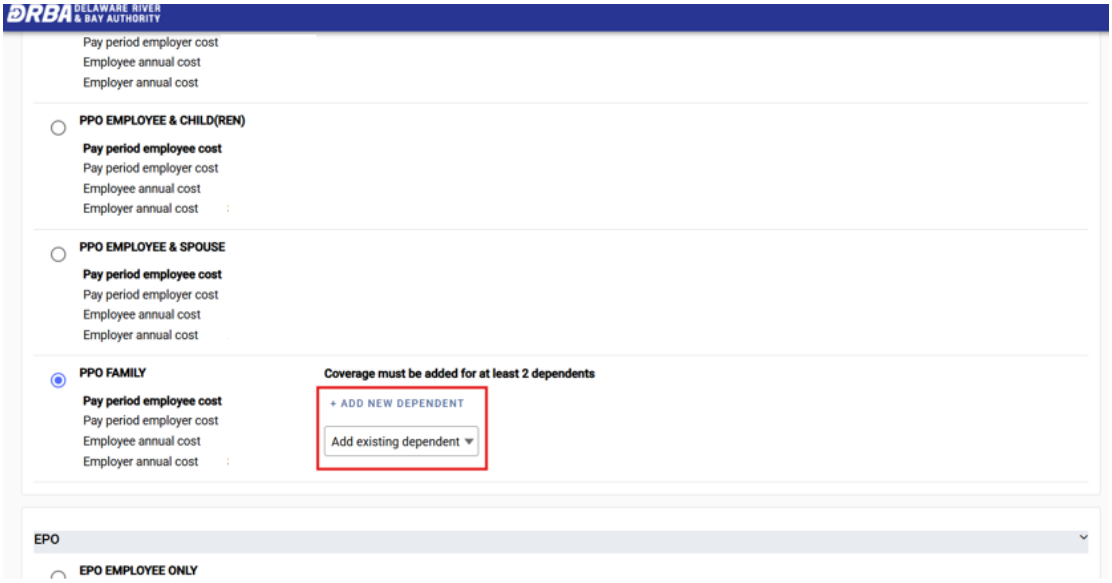
4) Make your elections for each category. Use the arrows on the right to see the coverage tiers and make your selection.

Example)

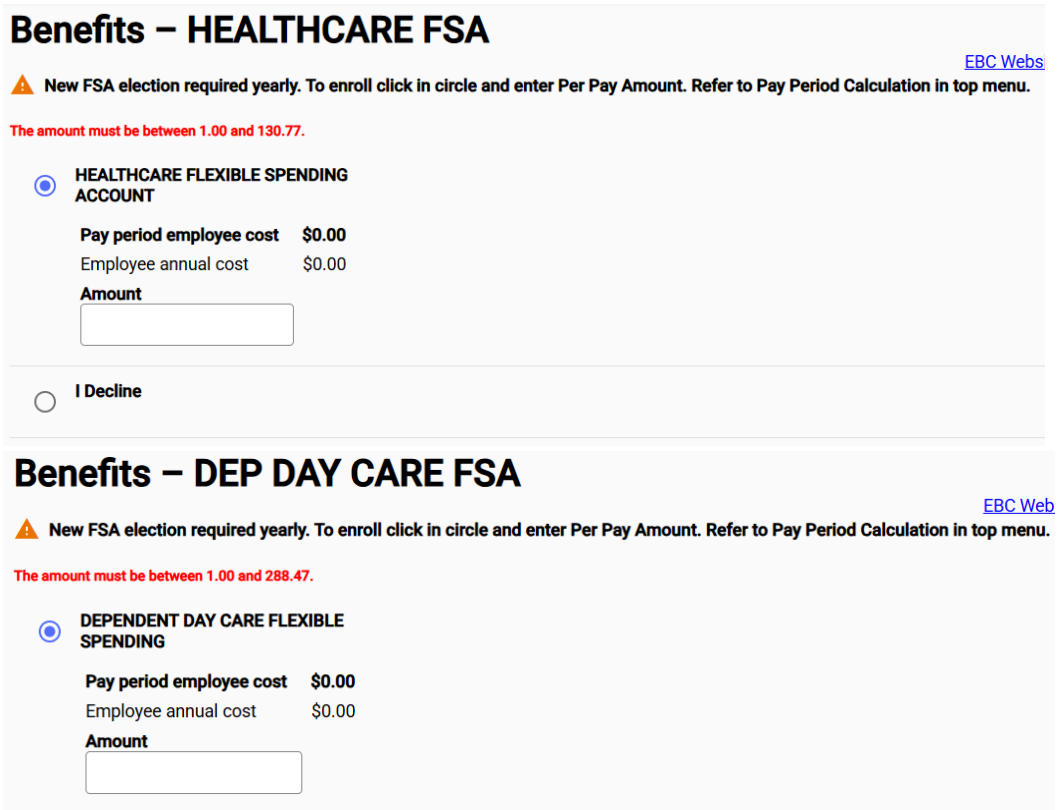
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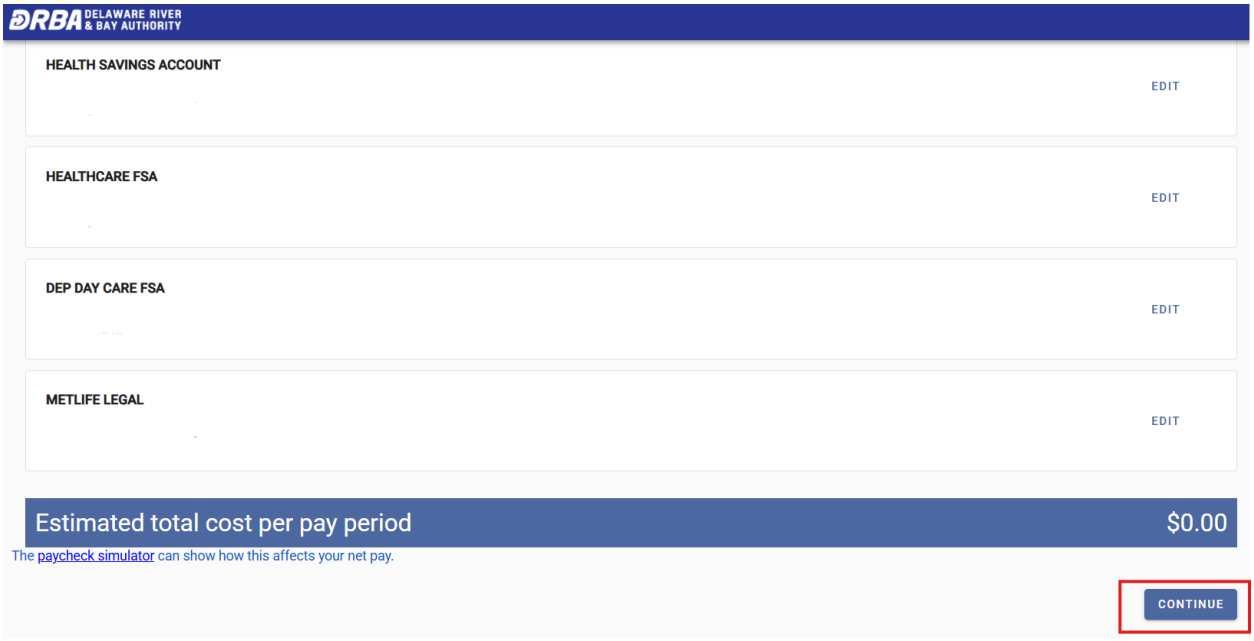
5) Add a dependent by clicking “Add New Dependent” or pick an existing dependent by using the “Add existing dependent” dropdown. To drop a dependent, simply do not click their name when adding your dependents. If you need to switch coverage tiers, just choose the coverage tier that you would like for the upcoming plan year.



6) To elect a Flexible Spending Account (FSA), enter the bi-weekly amount that you would like to elect for the upcoming plan year. Contributions to an FSA will be collected over 26 pays.



7) Click Continue when all elections have been selected



8) Review your elections and click “Submit”



9) If you are adding new dependent(s), please submit a Certificate of Eligible Dependent Status for each new dependent to the Pension and Benefits Office. https://drba.myben.site/wp-content/uploads/sites/20/2025/11/Certificate-of-Dependent-Status-Form-Final-2025.pdf

10) If you are waiving health and/or dental coverage, please submit the Opt-Out Form and submit a copy of your medical ID card(s) for you and your dependent(s) to the Pension and Benefits Office.
https://drba.myben.site/wp-content/uploads/sites/20/2021/11/Opt-Out-Incentive-Election-Form.pdf