Open Enrollment Benefit Enrollment Steps

Log into Infor HR following the steps for using a Novant Health computer or personal computer below.

Novant Health computer:

1. Visit the I-Connect Homepage.
2. Select Tools & Services > Team Member Services.
3. Select Infor HR & Workforce Management (WFM).

You should be automatically logged in.

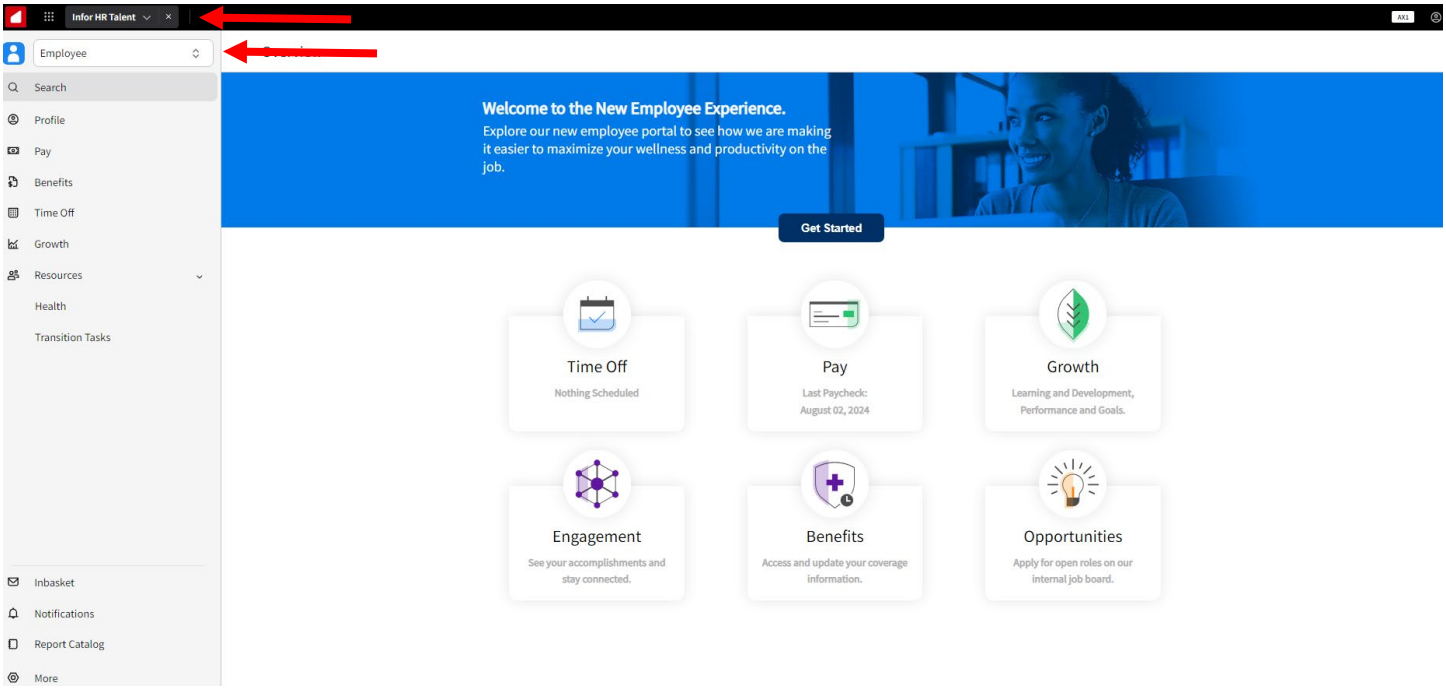
Personal computer:

1. Go to NovantHealth.org/Team-Members.
2. Select the Self Service link.
3. Follow steps to log in and select Infor HR Talent from the waffle icon.

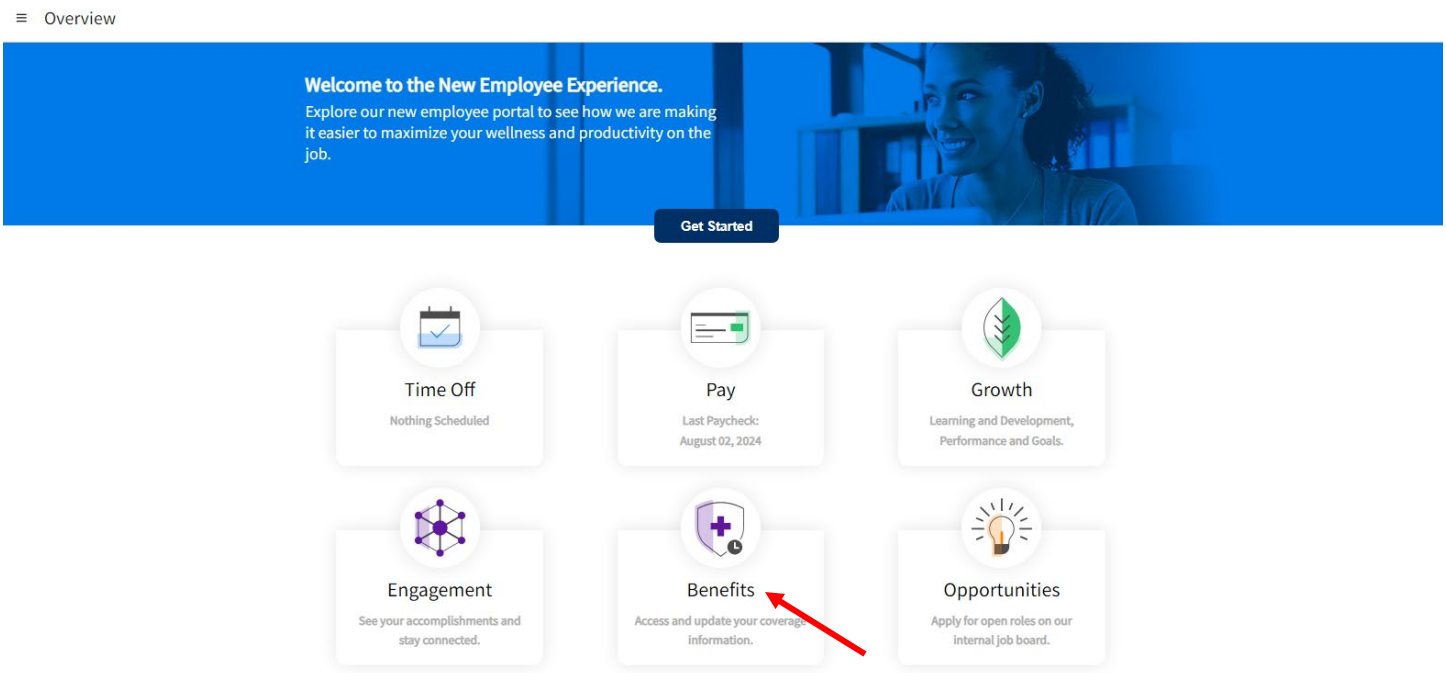
Note: If accessing outside the Novant Health network, you will need to use Microsoft Authenticator to authenticate. Call the IT Service Desk at 866-966-8268 for questions or additional support with Microsoft Authenticator.

Once logged in:

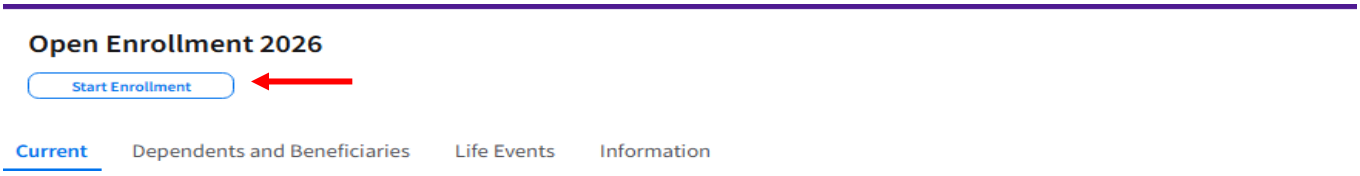
- Be sure you are in Infor HR Talent and Employee Experience



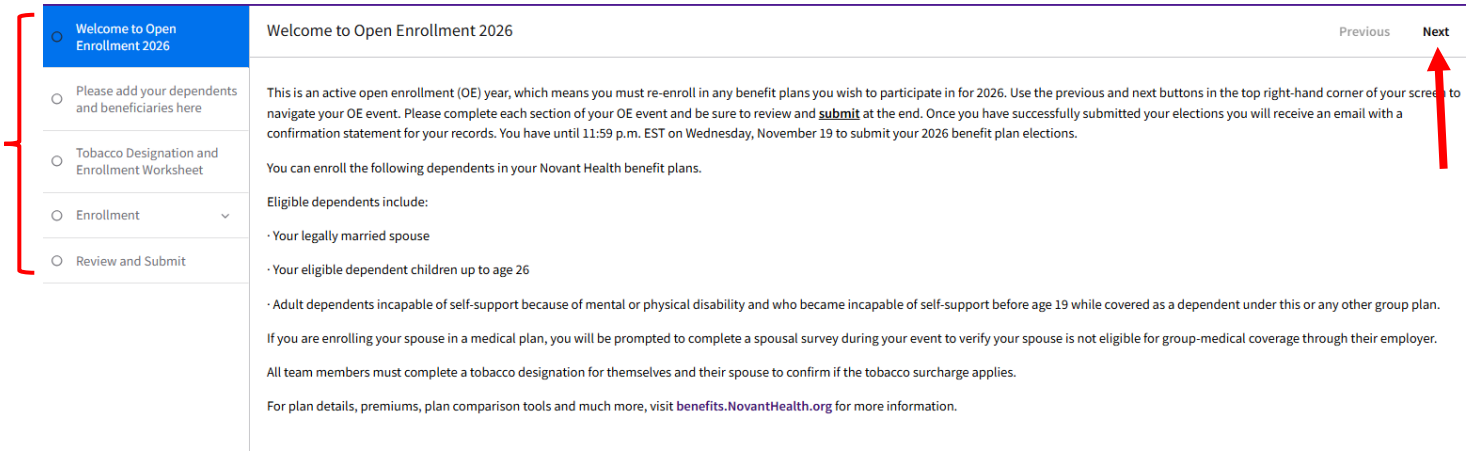
Select **Benefits**



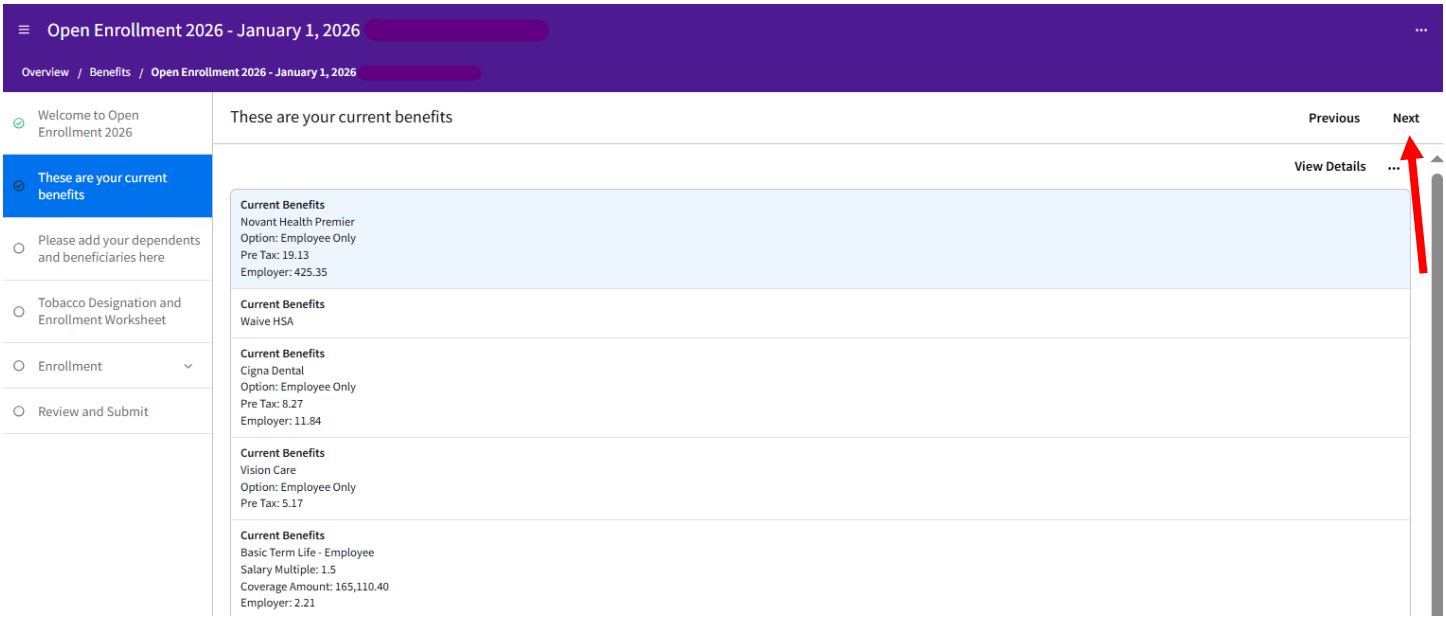
Open Enrollment 2026 > click on **Start Enrollment**



Be sure to review each section in your open enrollment event. Select **Next** to advance to the next section.



Review your current benefit elections under **These are your current benefits**. Select **Next.**

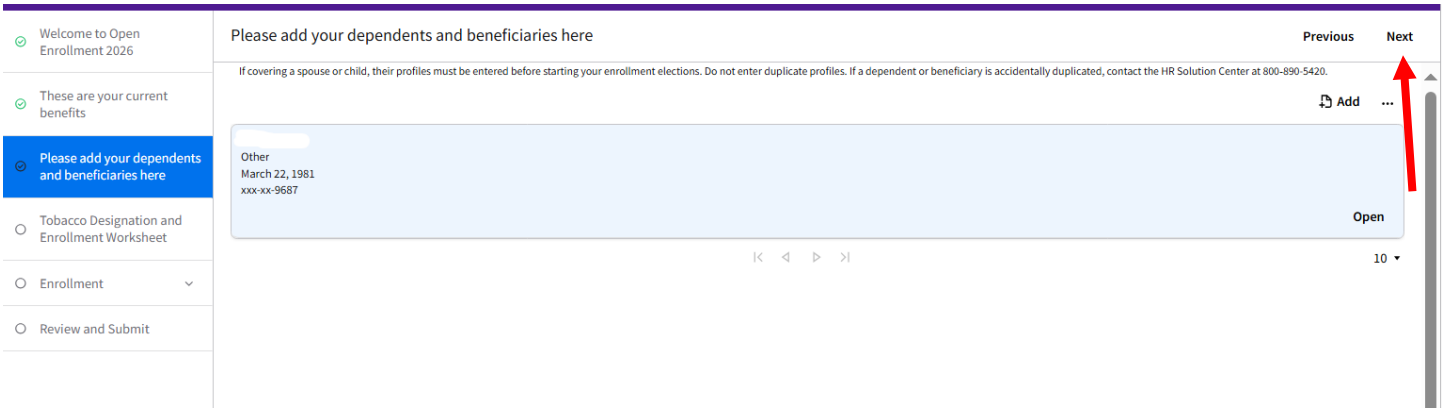


Review your dependent and beneficiaries in **Please add your dependents and beneficiaries here**. To add a dependent or beneficiary, select the **Add** button and complete the required fields. If you need to modify a dependent that you have created, select **Open** to make changes.

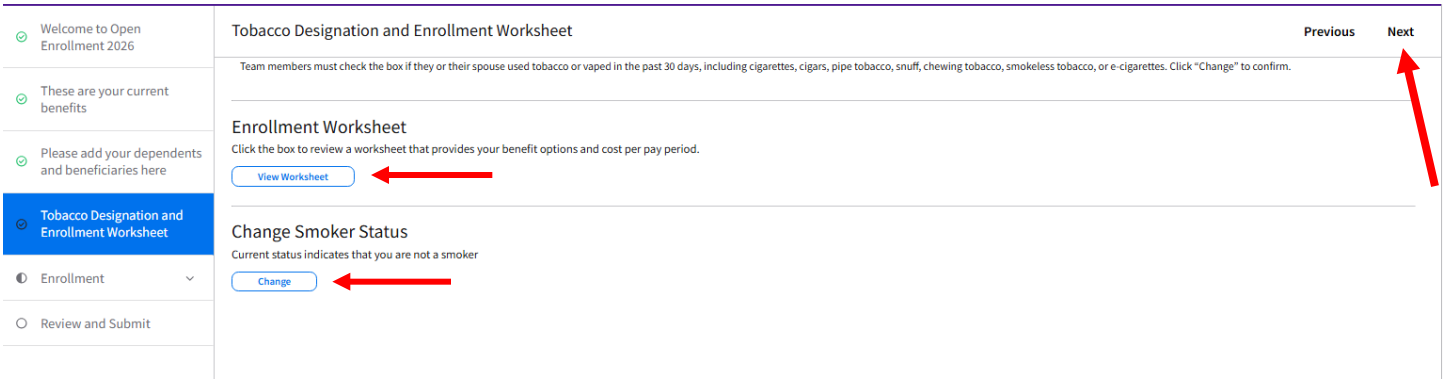
Please **do not duplicate** dependents or beneficiaries. As dependents are added they will appear listed.

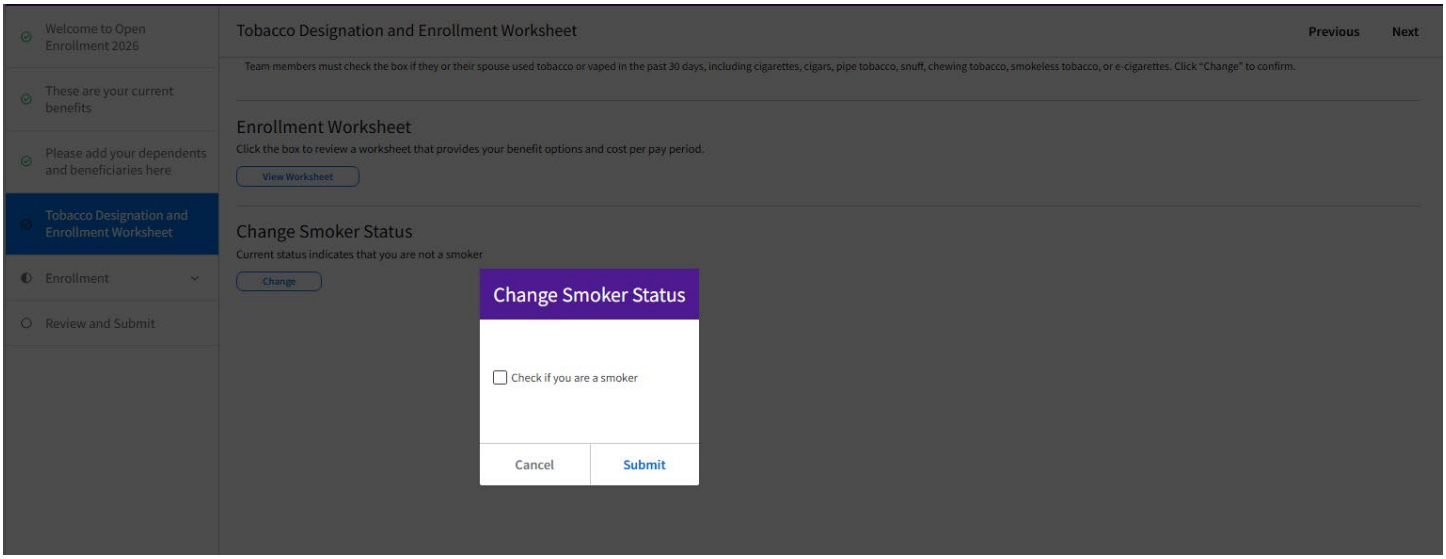
Please be sure to add all dependent Social Security Numbers. **Note: The identification number is the social security number and is required if you add dependents to your plans.**

Complete the required fields and select **Submit and then Next**.

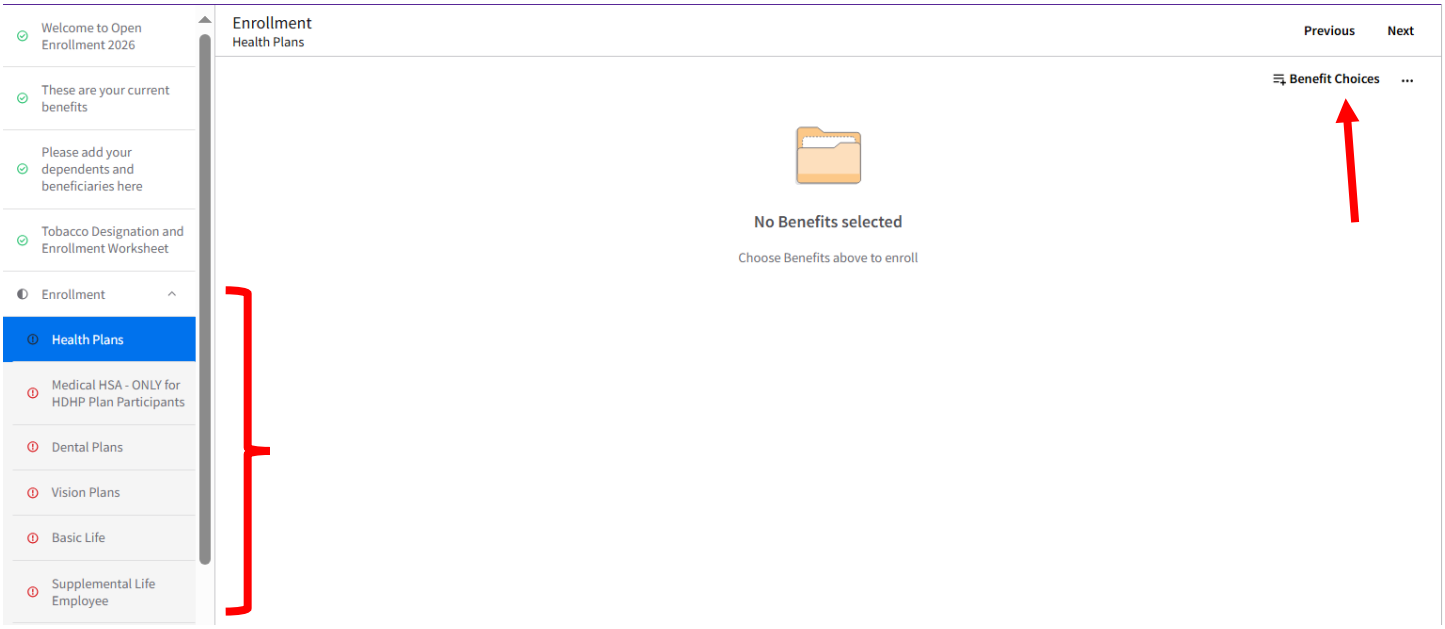


The **Tobacco Designation and Enrollment Worksheet** allows you to confirm or update you and/or your spouse's tobacco use and allows you to see your available benefit options and costs per pay period. Select **Next** to move to the enrollment section.

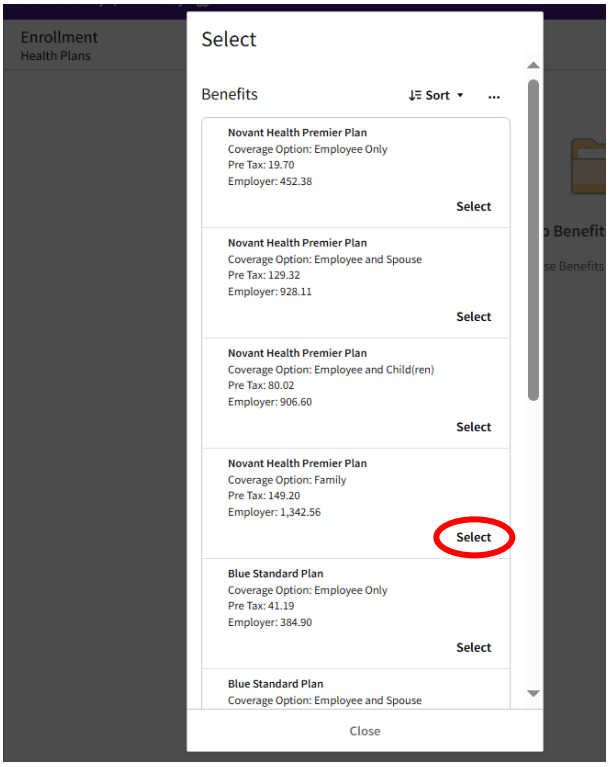




In the **Enrollment** section all your benefit plan choices will be listed in the left-hand column. Use the **Benefit Choices** button to select the plan you want to elect, in each section.



Choose **Select** and **Close** for the plan you want.



If you choose a health plan with family or spouse coverage, you will be prompted to complete a survey to determine their eligibility. Select the appropriate answers and select **Submit**.

If you enroll in coverage for dependents, the system will prompt you to select the minimum number of dependents for the plan. Select **Enroll Dependents**.

Select each dependent you want to enroll. When you are done, select **Save And Return to Enrollment.**

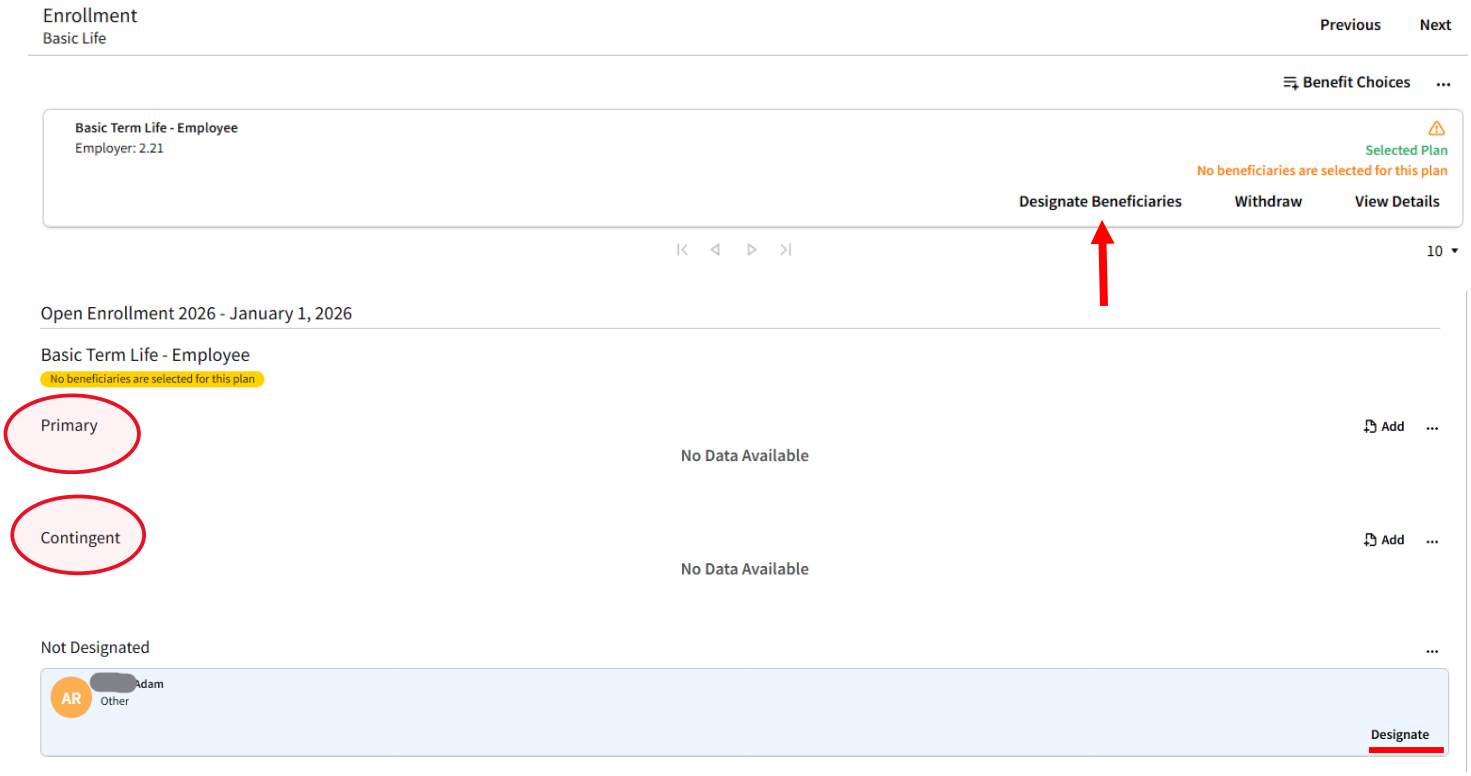
Select **Next** button to proceed.

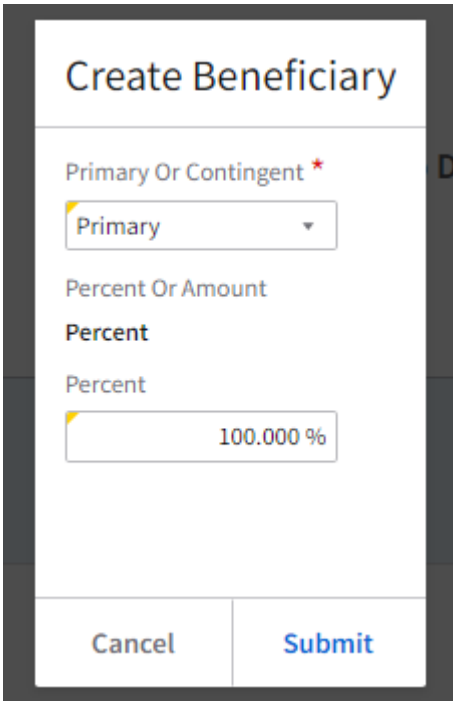
Complete your selections for each of the sub-tabs:

1. Select the sub-tab.
2. Select Benefit Choices.
3. Make your selection.
4. Select Close, and if prompted, complete any additional fields. Select **Save And Return to Enrollment.**

As you complete each sub-tab, the red icon will turn to a green icon indicating you have completed a selection.

When electing Basic Life, Supplemental Life and Accidental Death & Dismemberment (AD&D) Insurance you will be prompted to **Designate your Beneficiary.**





Click **Designate Beneficiaries**, then review your **Primary** and **Contingent** beneficiaries. If no one is selected, click **Designate**.

You must designate who is a Primary or Contingent beneficiary and the percent of the designation.

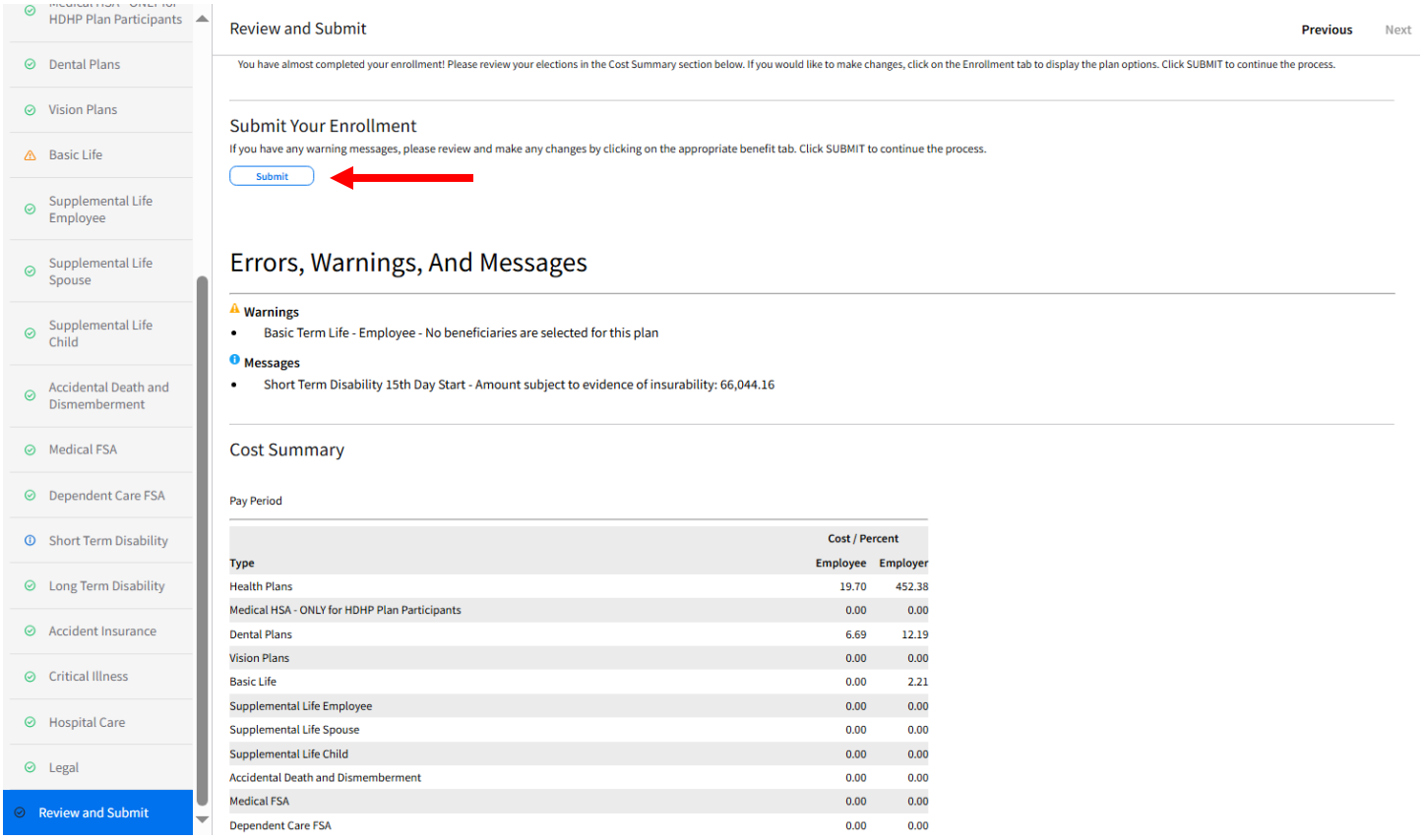
The percent must total 100% for the primary beneficiary and for your contingent beneficiary(s).

Click **Submit** when you are finished.

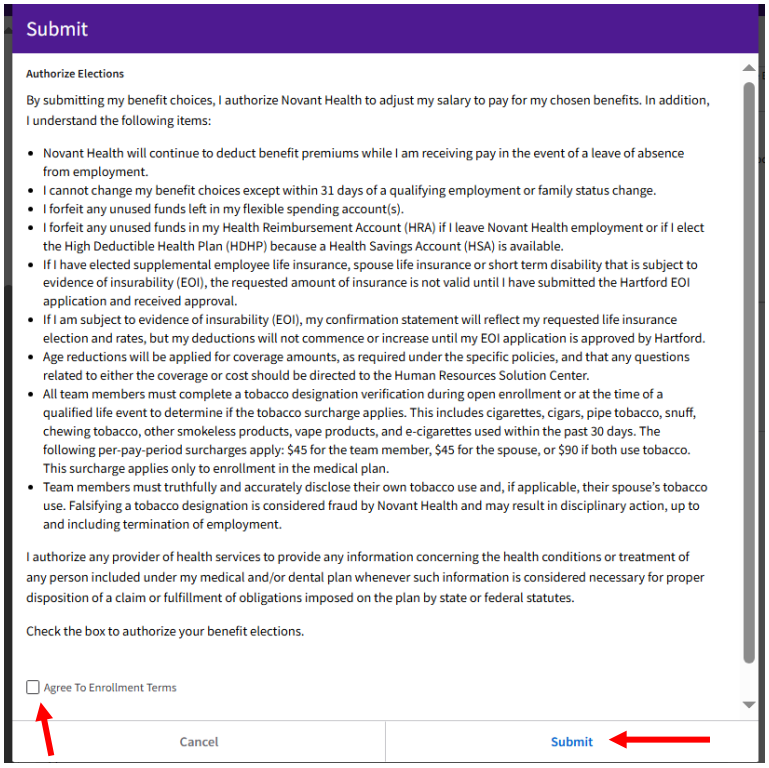
Select the **Add** button if your beneficiary designation is not already listed and complete all required fields. Please do not add duplicate beneficiaries.

When you have completed and verified your elections, select the **Review and Submit** tab.

Review the errors, warnings and messages and be sure the cost summary information is correct, select **Submit.**



The final step is to confirm you want to submit your benefits. Select the **Agree to Enrollment Terms** checkbox and select **Submit.**



Congratulations! You have successfully completed your benefits enrollment. Select **View Confirmation.** A PDF version of your enrollment displays. You can view your elections here. This enrollment page can be printed or saved to keep a copy for your records.

Enrollment Confirmation For

Enrollment Date: January 1, 2026

Health Plans

Plan	Options	Pre Tax	Employer
Novant Health Premier Plan	Employee Only	19.70	452.38

Medical HSA - ONLY for HDHP Plan Participants

Plan
Waive HSA

Dental Plans

Plan	Options	Pre Tax	Employer
Dental Base Plan	Employee Only	6.69	12.19

Vision Plans

Plan
Waive Vision Coverage

Basic Life

Plan	Employer
Basic Term Life - Employee	2.21

Supplemental Life Employee

Plan
Waive Supplemental Employee Life

Supplemental Life Spouse

Plan
Waive Spousal Life