

Online Open Enrollment 2021

Kenz innovation HCM Enrollment System - Enrolling in your benefits has never been easier. Kenz innovation HCM will walk you through your benefits offering in a step-by-step process that makes it easy and stress-free to complete.



Employees must use Google Chrome to access Kenz website

Step 1: Log In

Go to: <https://mykenzinnovationhcm.com/login>

- Enter username and password.
- Click blue "Login" button.



Login to your account

Keep me signed in

[Can't access your account?](#)

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Step 2: Enroll Now

- Once you are logged in, click the Open Enrollment link on the Dashboard page.

My Dashboard



Welcome Employee

Employee Code: E902000005

emo@OE.com | Last Login : 04/27/2021 1:30AM PDT

Department : *Not Specified*

Location : Head Office

Hire Status : Active



Initiate Open Enrollment

Step 3: Verify Instructions

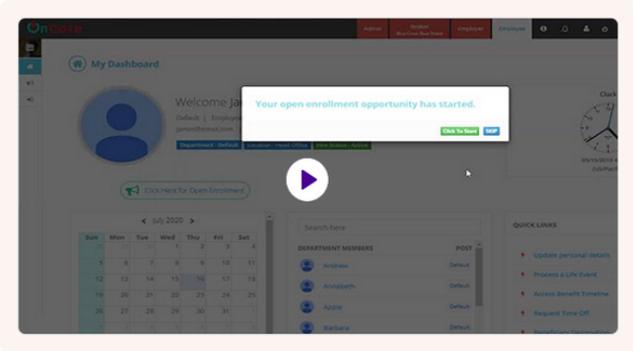
- Make sure to check the instructions.

Instructions

Welcome to Open Enrollment. Here are few helpful reminders before you get started!

Welcome to Open Enrollment. Here are few helpful reminders before you get started!

- Open Enrollment can be returned to as many times as needed before the closing date. If changes are made, the most recent elections will be locked in at that time.
- The video on this page is a tutorial of the enrollment process.
- The next page, titled "Current/Proposed Enrollment(s)", provides an overview of current elections as well as modifications/continued elections if no changes are made.
 - If you do not wish to make any changes from what's shown on this page, click on the "Finalize Elections" button to skip ahead to the "Finalize" page without navigating through each benefit category.
- Moving on to "Dependent(s)" will provide a list of dependents who are currently in the system as well as the opportunity to add additional dependents.
- Navigating through the remaining pages will allow for individual exploration into each benefit offering. Once you have completed an election, the checkmark in the upper left-hand corner of the box will appear in green.
- The "Finalize" page allows for the opportunity to review all elections made and produce an Open Enrollment Statement.



[Close](#) [Continue](#)

Step 4: Verify Your / Employee's Details

- Make sure to verify the your/Employee's detail and modify if required.

Open Enrollment

(Enrollment Window 04/27/2021 TO 12/02/2021)

Your Details

Hire Date 01/01/2021	Work Email emo@OE.com
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Home Address Details

Address Line 1 *	Address Line 2	
4933 W CHOCTAW AVE		
Country *	County	State/Province *
USA	Salt Lake	Utah
City *	Zip/Postal Code *	
West Valley City	84120	

Important Note

- Any changes made here will not update your existing enrollments.
- You will be able to see new offering of benefits on the basis of the details provided here.
- Once moved to the next step, all the changes made here will be saved.
- If you make changes in your home address and your local address is same as home address, then your local address too will be updated.
- Any change in address here will wipe out the already scheduled address change request (if any)
- If you make changes in your home address details, it will not update your

[Close](#) [BACK](#) [Save & Continue](#)

Step 5: Add Dependents

- Make sure to add the dependents you want to enroll in the benefits or edit the existing dependents (if required).

Open Enrollment
(Enrollment Window 04/27/2021 TO 12/02/2021)

Dependents

Employee DP
Domestic Partner

DP Child
Domestic Partner's Child

Add Dependent

Close

BACK Continue

Step 6: Make Your Elections

- Make sure to save your elections or they will be auto finalized on the last day of open enrollment. It's that simple.

Open Enrollment
(Enrollment Window 04/27/2021 TO 12/02/2021)

Cost Per Pay Period (Excl. HSA) \$ 588,203.22

Benefit Groups

HEALTH & ACCOUNT(S)

LIFE

DISABILITY

Close

BACK Continue

- Expand the Benefit Group for elections and click on "Update Elections" button to change the elections. Once all the elections done click on Continue button

Open Enrollment
(Enrollment Window 04/27/2021 10:12/02/2021)

Cost Per Pay Period (Excl. HSA) **\$ 588,203.22**

Benefit Groups

- HEALTH & ACCOUNT(s)
- Medical
- HSA
- Dental
- Vision
- LIFE
- DISABILITY

Close

Proposed Plans

Recommended Plan

Medical PPO

\$35.00

Employee Cost Per Pay Period

Coverage Level
Employee

Enrollee(s)
You

Employer Cost Per Pay Period
\$15.00

Coverage Effective Date
09/01/2021

[Election Details](#)

PLAN DETAILS

Update Elections

BACK Continue

Step 7: Make Your Pending Documents Upload

- Make sure to upload all the pending documents.

Open Enrollment
(Enrollment Window 04/27/2021 10:12/02/2021)

Cost Per Pay Period (Excl. HSA) **\$ 588,709.39**

SLP Plan

Evidence of Insurability

Download

Upload Form

Employee/Dependents	Requested Amount	Guaranteed Issue Amount
Child(en)	\$10,000.00	\$5,000.00
DOMESTIC_PARTNER	\$25,000.00	\$5,000.00
Employee	\$50,000.00	\$10,000.00

Important Note

In order to qualify for the full benefit, you must complete an "Evidence of Insurability" form. Your payroll contribution will be based on approved amount of insurance (Guaranteed Issue Amount) until the requested amount is approved by the carrier. If and when the amount you have requested is approved, your payroll contribution will be adjusted accordingly. If EOI form is mandatory to upload, system will restrict to finish the enrollment, else if EOI form is non mandatory to upload, you can finish the enrollment without uploading the form and can come back later to upload it. However, you will only get enrolled in the selected coverage post approval of uploaded EOI form.

BACK Continue

Step 8: Make Your Pending Documents Upload

- Make sure to upload all the required documents (if any).

Open Enrollment
(Enrollment Window 04/27/2021 TO 12/02/2021)

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Upload Documents

SLP Plan

Evidence of Insurability

Download Upload Form

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Important Note

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Close BACK Continue

Step 9: Make Your Beneficiaries assigned

- Make sure to allocated beneficiaries for all the required plans (if applicable).

Open Enrollment
(Enrollment Window 04/27/2021 TO 12/02/2021)

Cost Per Pay Period (Excl. HSA) \$ 588,709.39

Choose Your Beneficiaries

Life AD&D Plan *

SLP Plan *



You don't have beneficiaries.

Add Beneficiary

Important Note

- If your beneficiary is not listed here, you can add by using "Add Beneficiary" option.
- * Indicates beneficiary designation is mandatory in the plan.
- If you do not want to designate beneficiaries as of now in non mandatory plans, do not select any listed beneficiary here. You can come back later to designate beneficiaries.
- If you select any primary or contingent beneficiary, you have to complete and save 100% allocation, otherwise you cannot move to next step or next plan.
- If you do not select any beneficiary in the non mandatory plans, then beneficiary designation will be considered as SKIP, and you can handle the beneficiary later by using "Manage Beneficiary" feature available in the application.

Close BACK View Summary

Step 10: Make Your Elections Finalized

- Make sure to verify elections, download OE statement and finalized the elections or they will be auto finalized on the last day of open enrollment.

Note: On finalization of enrollment, system will recalculate all the enrollment data including date, coverage, enrollee and premium on the basis of your latest saved information in the system.

* Indicates EOI is pending for approval

Close BACK OE Statement Finalize