

## Instructions for Benefits Enrollment Online

1. From the MSU home page, click on MYMOREHEADSTATE
2. Login with your Eagle ID and Eagle Password
3. Under Self-Service Menu, select "Employee Profile."
4. Click on "Benefits Enrollment"
5. Review Current Benefit Elections
6. Click on Enroll or Change Benefits Button and then *Continue*
  
7. Select the **Voluntary Dental Plan** Benefit Buttons even if you do not wish to enroll.  
Then either *Save* or *Do not Save Changes and Continue*
  
8. If you select a Benefit Plan that has Dependent Coverage, you MUST add the dependents you wish to cover by clicking on the "Add or Manage Dependents" button. It is mandatory that you include all requested information about the dependent, e.g., Social Security number, date of birth, etc.
  
9. When you are presented with the confirmation screen, you may choose to do the following:
  - a. Save Changes and Complete Later (allows you to make changes and electronically sign and submit later,
  - b. Save and go back to make other selections,
  - c. Manage dependents and beneficiaries (if the ones listed are incorrect).

Once everything looks correct, click on the ready to sign button and then click the electronic signature button.

Should you electronically sign your enrollment and wish to make changes, you may click on the button "Remove my signature and allow changes to my elections" at the bottom of the first page and may continue making changes to your benefits.

***\*\*Please remember that no benefit elections are in effect until you re-sign your electronic enrollment\*\****