



# HOW TO ENROLL FOR 2023 BENEFITS

ANNUAL ENROLLMENT IS OCTOBER 31 – NOVEMBER 11, 2022

*Each Fall you have the opportunity to review and make changes to your current elections for all Health & Welfare benefits offered by Loyola University. Beginning this year, all benefits-eligible employees will be required to enroll in benefits online using LORA: Self-Service.*

## IMPORTANT REMINDERS

You must log in to LORA: Self-Service to complete the open enrollment process.

### STEP 1: REVIEW



Review your **Benefits Summary** in LORA: Self Service for your current benefits elections. Then review the Benefits Guide to learn about the benefit choices available to you.

### STEP 2: DECIDE



Decide which benefits and coverage levels make sense for you and your dependents.

### STEP 3: ENROLL



See the following page for instructions on how to use LORA: Self-Service. You must submit your online enrollment to Human Resources no later than **November 11, 2022.**

- If you wish to participate in a Health Care or Dependent Care Flexible Spending Account (FSA), you must **re-elect** for 2023.
- If you are enrolled in the HDHP and currently have a Health Savings Account (HSA), you must **re-elect** for 2023.
- Please be sure to update your personal information and beneficiary information in LORA: Self-Service.
- Medical plan participants, please be sure to complete the Spousal Surcharge Affidavit located in LORA: Self Service if you are enrolling or continuing employee plus spouse or family coverage.

# How to enroll online

OPEN FOR ENROLLMENT ON OCTOBER 31, 2022

With LORA: Self-Service, you have access to a paperless online enrollment that's easy and convenient!

[For detailed instructions on how to enroll, see the LORA: Self Service Benefits Enrollment Guide](#)

**LOG IN AND GO TO:**



**Employee**

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



**Benefits**

Here you can enroll in benefits.

Once you have made your final decisions about your benefits for 2023, log in to the system to make your elections. You must complete the open enrollment process if you wish to elect, change, or waive coverage.

*Please make sure that you log in to make your elections before November 11, 2022.*

*Need help?*

*Contact the Loyola Benefits Department at 504-864-7757, or [benefits@loyno.edu](mailto:benefits@loyno.edu).*