To enroll on-line, visit techworks.gatech.edu between October 15 and November 9, 2012.

Step 1 – Sign In

- Go on-line using your Internet browser
- Type in the website address: techworks.gatech.edu
- Click “Login” to be routed to the Sign In section of the TechWorks Home Page
- Enter your GT Account and Password and click “Login”
  - If you do not know your GT Account and/or password, click on the Change Password link OR call the Customer Support Center at 404-894-7173 8:00 a.m. – 5:00 p.m. Monday – Friday.
- After you successfully sign in, your personal TechWorks home page will be displayed on your screen.

Step 2 – Select Your Options

- To help you evaluate your 2013 benefit options, several resources have been provided in the Open Enrollment section of your home page. Simply click on any of the links that are of interest to you in order to view relevant information.
- When you are ready to get started, click on the Access Open Enrollment link. This will take you to the Open Enrollment System and let you submit your benefit changes. Please make sure you have disabled any Pop-up Blockers on your internet browser.

Click on the Select button to access your open enrollment event.
Your Enrollment Summary will be displayed, allowing you to view all of your 2012 benefit elections. For each option, you can view your current 2012 coverage, the new 2013 coverage and the monthly cost of the benefits elected for 2013.

To view the plans and rates available for a particular option, click on the **Edit** button.

### Enrollment Summary

<table>
<thead>
<tr>
<th>Medical</th>
<th>Before Tax</th>
<th>After Tax</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current: HSA Open Access POS:Family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013: HSA Open Access POS:Family</td>
<td>132.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco Surcharge</td>
<td>Before Tax</td>
<td>After Tax</td>
<td></td>
</tr>
<tr>
<td>Current: Waive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013: Waive</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- A brief description of each plan will be provided and you can click on the name of any plan to access the plan provider’s website for more information.
- Make sure that the plan you select for 2013 has a filled in button next to its name.
- At the bottom of the page, you can choose whether or not eligible dependents will be covered by the selected plan by clicking on the Enroll checkbox that appears next to each dependent's name.
- If you have made any changes and are satisfied with your current selections, click on the **Continue** button to store your changes. Otherwise, click on the **Cancel** button.

### Step 3 – Submit Your Changes

- The Enrollment Summary page will be displayed every time you finish selecting a particular benefits option. From this page, you can either:
  - Save your changes and exit the system without sending this information to Benefits yet:
    - Click on **Sign out** (at the top of the page)
  - Save your changes and submit them to the Benefits department for processing:
    - Click the **Submit** button twice
      - On the Enrollment Summary page
      - On the Submit Benefit Choices page
    - Click on the **Print Elections** button
    - Click on the “Take Survey Now” link to provide your feedback regarding the Open Enrollment process.
    - Click on the **OK** button
    - Click on the **Sign out** (at the top of the page).

**Important!** Your enrollment will not be complete until you click on both Submit buttons and confirm your final choices to the Benefits Department. You can submit changes as many times as you want throughout the open enrollment period.