1. Click on the link provided in your email to access the Open Enrollment Website.
   
   https://www.mcsin-k12.org/forms/online

2. Use your MCS login (same login as your email) to login to the Open Enrollment website

3. On the next screen, Click on the link “Open Enrollment Form”

4. Fill in your Name and Date

5. Choose your Building Location

6. **Health Insurance**—Please read your options carefully and choose one. This will determine if there will be an additional form that is needed.

7. **Dental Insurance**—Please read your options carefully and choose one. This will determine if there will be an additional form that is needed.

8. **Vision Insurance**—Please read your options carefully and choose one. This will determine if there will be an additional form that is needed.

9. Once you have made your selections for each of the 3 insurances, click **SUBMIT**

**The cost for each Insurance will appear once you hit SUBMIT**
Once you have completed the Open Enrollment Form you will return to this main screen to see if any additional forms are required.

10. On this screen in the green box, you will see the total cost of each type of insurance for the total duration period, and the cost per pay. (cost intentionally left blank on this page)

11. IF there is a RED Form attached, you must click on that form and complete it. There may be more than one. *Please note, if you currently have coverage and have chosen to continue your coverage with NO CHANGES, you will not have any additional forms to fill out*

12. **PLEASE FILL IN ALL REQUESTED INFORMATION ON EACH REQUIRED FORM**
   (if you ARE NOT Adding, Changing or Terminating any Dependents other than yourself, you are not required to enter Dependent information on the forms)

13. Click on EACH TAB at the bottom of each required form until you have completed the entire form.

14. Click **SUBMIT**

15. If multiple forms are required, click on each RED link until all forms are complete. (See example =========>

16. Once each form is complete you will see “No Additional form is required. Thank you”

Once you have completed ALL Required Forms for Open Enrollment, your screen will look like this.

Please complete the Online Open Enrollment forms **NO LATER THAN Wednesday, August 19** so deductions can begin on the first pay of August 28.

**Plan Duration for 2020-2021 School Year**

**Health Insurance:** (15 Months)  
October 1, 2020 — December 31, 2021

**Dental Insurance:** (12 Months)  
October 1, 2020—September 30, 2021

**Vision Insurance:** (12 Months)  
October 1, 2020—September 30, 2021