

Navigating the EAC During Open Enrollment

- 1. Navigate to the "<u>Employee Access Center</u>" under "Employee Resources" on our Village website.
- 2. Click this image or go to: https://plus-ol.aspgov.com/hfm/EAC51/Login.aspx



- 3. Enter your user ID and password to login.
 - a. **User ID:** Your employer ID number which can be found on your pay stub.
 - b. Password: First time logging in last 4 digits of your social security number. Returning users that have forgotten their password can click the "Forgot your Password?" link for a temporary password to be sent to your email address on file.



- 4. Upon logging in, select "Open Enrollment" from the menu.
 - a. **Tip:** Confirm your contact information, address, and dependents.

Village of Hoffman Es Employee Access Center	tates	💼 🧰 ? 🖻					
Employee Tasks: Employee Information Paychecks Salary and Benefits Leave Calendar & Balance Print W2s	Click on the Update button if you need to change any information below. Be sure to fill in the Effective Date and click Save to submit your changes. By clicking the Save button after making changes in Update mode, you are authorizing the HRM Department to UPDATE your employee record to reflect those changes.						
Print 1095-Cs		Information					
Tax Francoung mo Deductions and Benefits Open Enrollment "What II" Paycheck Calculator Impersonate User Links: Return To Intranet Yahoo Google	Employee ID: First Name: Middle Name: Last Name: Suffix: Address 1: Address 2: City: State: Zip: Personal Email: Other Phone: Years in Total: Emergency Contact: Physician: Spouse: State ID:	Update Previous Name: Release Information: Phone Number: Work Phone: Work Email: SSN: Birth Date: Hire Date: Department: Check Location: Personal Cell Phone: Emergency Cell Phone: Emergency Phone: Physician Phone: Spouse Phone:					

b. Note: This is an "active" open enrollment, so you **must** accept or decline all benefits listed.

Employee Information Paychecks Salary and Benefits Leave Calendar & Balance Print W25	Show >>		Upda	ite Dependents						
Paychecks Salary and Benefits Leave Calendar & Balance Print W2s	Show >>		Upda	ite Dependents						
Salary and Benefits Leave Calendar & Balance Print W2s	Show >>									
Leave Calendar & Balance Print W2s	Show >>			approximation on approximation and						
Print W2s		New Year Selections								
Print W2s			Times	Deduction	Annual	Benefit	Annual			
Print 1095-Cs	Benefit Type	Choice	Taken	Amount	Deduction	Amount	Benefit			
ax Withholding Info	IMRE NPERS LIFE	IMPETIEE INSTRANCE	24	\$0.00	\$0.00	\$0.00				
eductions and Benefits	PLAN	Mind Ell'El MODIONICE	24	50.00	50.00	50.00				
pen Enrollment	EIDELITY /57 PLANS	None	0	50.00	\$0.00	50.00				
What If" Paycheck Calculator	ICMA 457 PLANS	None	ŏ	\$0.00	\$0.00	\$0.00				
npersonate User	IPPEA 457 PLANS	None	0	\$0.00	\$0.00	\$0.00				
	NATIONWIDE 457	None	0	\$0.00	\$0.00	\$0.00				
5:	ICMA - ROTH PLANS	None	0	\$0.00	\$0.00	\$0.00				
eturn To Intranet	IPPEA ROTH PLAN	None	0	\$0.00	\$0.00	\$0.00				
ahoo	BRIGHT START SAVINGS	None	0	\$0.00	\$0.00	\$0.00				
oogle	HEALTH PLANS - NON UNION	None	0	\$0.00	\$0.00	\$0.00				
	HEALTH PLAN OPT-	None	0	\$0.00	\$0.00	\$0.00				
	DENTAL PLANS	None	0	\$0.00	\$0.00	\$0.00				
	CHOOSE AFTER TAX	None	0	\$0.00	\$0.00	\$0.00				
	ESA - MEDICAL	None	0	\$0.00	\$0.00	\$0.00				
	FSA - DEPENDENT CARE	None	0	\$0.00	\$0.00	\$0.00				
	MRF VOLUNTARY	IMRE VOLUNTARY ADDITIONAL CONTRIBUTION	26	10.00%		\$0.00				

5. On the summary page, review all selections and then click "Confirm All Selections."

Questions? Please contact the Human Resources Management department at ext. 2690 or hrm@vohe.org.