



## BISNet Open Enrollment Instructions – How to Make Elections/Changes

Use the following steps to enter your Open Enrollment elections/changes:

1. Go to [www.bisnet.com/stanford.asp](http://www.bisnet.com/stanford.asp) and sign in with your login name and password. Both your login name and password are your Stanford Postdoctoral Scholar ID number without the leading zeros.
2. You will be presented with a brief Open Enrollment message. You may “View Available Plans” to research your health care options for 2010, or select “Next” to go to the “Plan Selection Wizard.”
3. The “Plan Selection Wizard” will display your current plan selections. The Wizard will provide you with different Open Enrollment options based on your answers to the questions at the bottom of the page. Be sure to answer all the questions either “Yes” or “No” and select “Next” to continue.
4. If you select “Yes” to any of the options, you will proceed through more screens making your changes. Once all changes have been made, continue to the next step. If you choose to participate in the Anthem Blue Cross HMO plan (for the first time), you will need to select and input your Primary Care Physician (PCP) ID # or Primary Medical Group code. Contact Anthem Blue Cross if you need help. When you reach the Plan Selection Confirmation screen be sure to click on “Finish” to save your changes and confirm your elections.
5. The Plan Selection Finished screen gives you a final opportunity to review your elections for 2010. Print a copy of this page and keep it as a record of your elections. Your elections have been saved and you can close your browser.
6. If you have waived the medical plan for the first time, click “Enrollment Forms” and select, print, sign and submit the Waiver Form to the Office of Postdoctoral Affairs. Please attach a copy of your medical ID card or policy to the Waiver Form.
7. If you are enrolling dependents for the first time, click “Enrollment Forms” and select, print, sign and submit the Automatic Bank Deduction Form to the Office of Postdoctoral Affairs. Please attach a voided check to the form.
8. Logout or close your browser.

### Open Enrollment Deadline November 17, 2009

Enroll online at [www.bisnet.com/stanford.asp](http://www.bisnet.com/stanford.asp)  
24 hours a day, 7 days a week until midnight  
November 17, 2009 PST

### ATTEND A POSTDOC BENEFITS FAIR:

November 6, 2009: 1 pm – 4 pm  
November 13, 2009: 1 pm – 4 pm  
CCSR Room 4205

