

Instructions to Verify 2015 Healthcare, Dental and Flexible Spending elections

1. Click on the HR Connections tab on Porches
2. In the Employment Details section, click on Benefits
3. Select My Benefit Summary
4. Select "As of Date" of Jan. 1, 2015
5. Click on either Health Insurances (to confirm your Healthcare and Dental elections for 2015) or on Flex Spending Accounts to confirm your FSA elections for 2015
6. Notify HR of any inconsistencies in your elections for 2015 **NO LATER THAN** December 12, 2014. This is not an extension of the open enrollment period. Only errors in coding will be changed.