

HOW TO ENROLL

Open enrollment changes are completed via the Administrative Applications and Resources Portal (AAR). You may need to change your computer settings and create a new password to login, instructions for configuring your browser can be found [here](#).

DON'T MISS OUT!

Open enrollment is your only opportunity to enroll, change, or cancel benefits, unless you experience a qualifying mid-year event during the calendar year.

1

Visit the AAR portal at www.aar.is.colostate.edu and chose 'HR System' under the Applications System menu.

Application Systems

HR System ←
Kuali Financial System (KFS)
Time Clock

Non-production Applications

Resources

2

Login with your eName and unique HR System password, then expand the Employee Self-Service menu and select CSU Benefits.

Navigator

Personalize

CSU Employee Self-Service
Personal Information
Employee Information
Direct Deposit Information
Pay Advices
W-4 Tax Form
Employee W-2
CSU Benefits ←

3

Accept the disclaimer to update your beneficiaries and dependents. Then, select 'CSU Benefits Plan (Cost Share)' and change your elections!

The screenshot shows the 'Benefits Enrollment' page for 'Current Benefits'. Under the 'Insurance/Retirement Program' section, the 'Update Benefits' button is circled in red. Below this is the 'Benefit Elections' table.

| Plan | Coverage Level/Action | Employee Cost After-Tax | Imputed Income | Employer Cost |
|---|-----------------------|-------------------------|----------------|---------------|
| Medical - POS Plan AfterTax | Family | 802.00 | 0.00 | 920.00 |
| Health Savings Account (Ram Plan-HDHP + HSA) - Health Savings Account | Waive Coverage | 0.00 | 0.00 | 0.00 |
| Dental - Delta Dental Plus PreTax | Employee + 1 | 0.00 | 0.00 | 32.00 |
| Vision - Vision Service Plan (VSP) AfterTax | Family | 16.36 | 0.00 | 0.00 |

OFF-CAMPUS?

Login to secure.colostate.edu first!