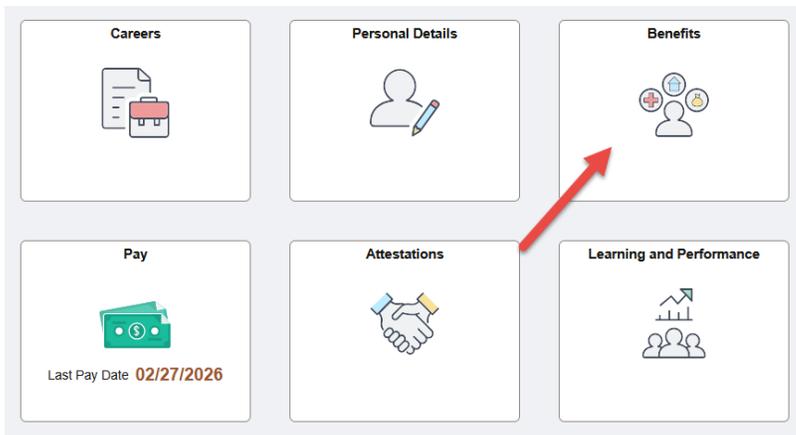


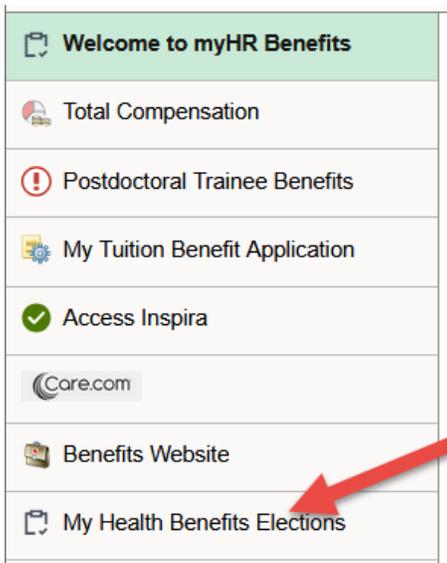
2026 Open Enrollment Late Enrollment Window Instructions

The following instructions are for the late enrollment window for 2026 Open Enrollment. This enrollment window only applies to a select group of faculty and staff who had health insurance in 2025 but do not have coverage in 2026 because coverage was not elected during Open Enrollment. See enrollment window rules for more information. You must apply for coverage via [myHR](#) by 11:59 pm CT on March 31, 2026 and upload a signed [Post-Tax Deduction Acknowledgement](#) form to enroll during this window. Coverage will be retroactive back to January 1, 2026, with all retroactive deductions and future deductions taken on a post-tax basis.

1. Login to myHR at <http://www.northwestern.edu/myhr/>.
2. Click the *Benefits* tile



3. Select *My Health Benefits Elections* from the left-hand menu.



2026 Open Enrollment Late Enrollment Window Instructions

4. Select the *Edit your benefits* button

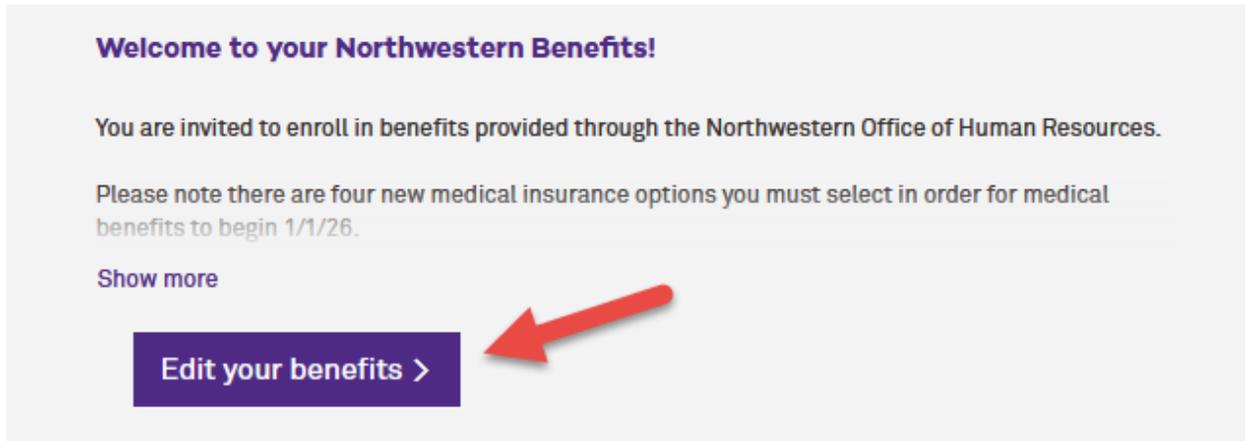
Welcome to your Northwestern Benefits!

You are invited to enroll in benefits provided through the Northwestern Office of Human Resources.

Please note there are four new medical insurance options you must select in order for medical benefits to begin 1/1/26.

Show more

Edit your benefits >



5. Take the following steps:
 - a. Click *New life event* radio button
 - b. From dropdown menu, select *Loss of Other Coverage*
 - c. Enter Effective date *3/1/2026* (**coverage will be backdated to 1/1/2026**)
 - d. Select *Next*

Select a Life Event

The life event you select will help determine which benefits can be edited.

If you would like to decrease your Dependent Care FSA contribution amount contact NUaskHR at (847)491-4700 or askHR@northwestern.edu with questions or concerns.

New life event (ex. Marriage, birth, death, loss of other coverage, etc.)

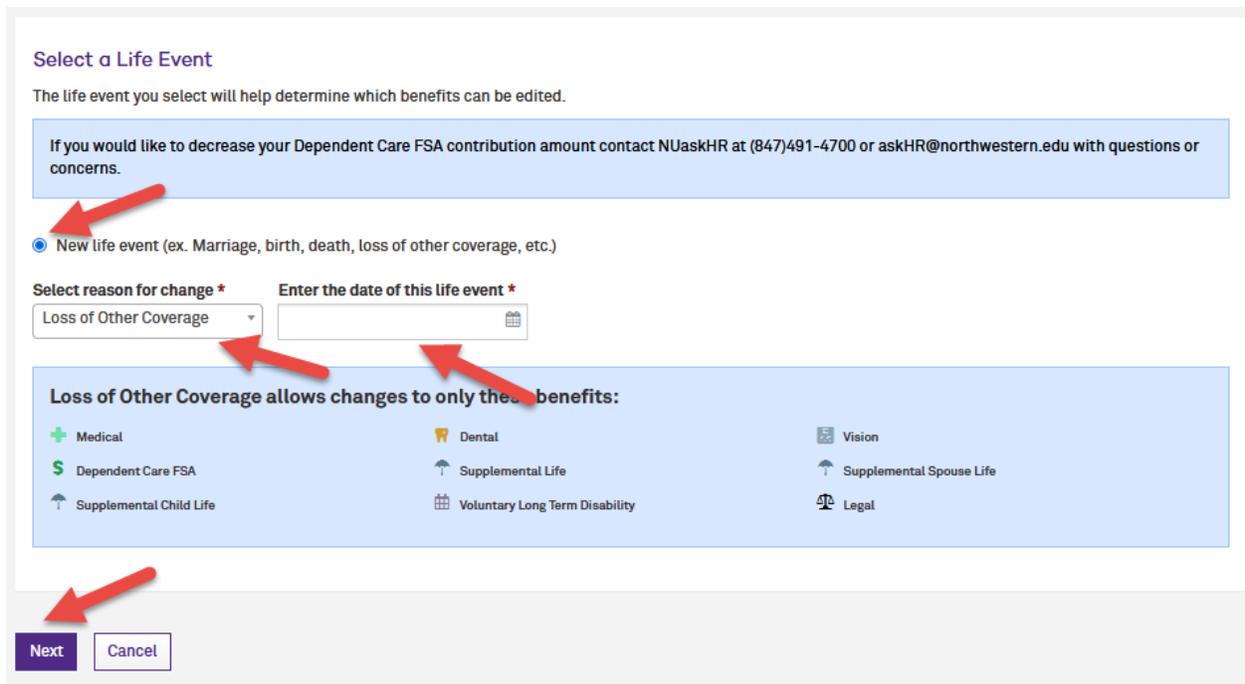
Select reason for change * Enter the date of this life event *

Loss of Other Coverage

Loss of Other Coverage allows changes to only these benefits:

Medical	Dental	Vision
Dependent Care FSA	Supplemental Life	Supplemental Spouse Life
Supplemental Child Life	Voluntary Long Term Disability	Legal

Next Cancel



2026 Open Enrollment Late Enrollment Window Instructions

6. Select *Next* on the screen that for dependents. You can only cover dependents you covered in 2025.

Take a moment to review your family

Below is a summary of everyone that you have entered as a member of your family. Take a moment to review. If anyone is missing, you may create them in the system. Keeping an accurate record of your family is important, because it allows us to better suggest benefits and plans that may be right for you

Create dependent profile

Next

Previous

7. Select *Edit coverage* under Medical coverage



Update your Medical coverage

You have declined this benefit.

- Documentation may be requested.
- A certificate of credible coverage from your previous insurer showing the last date of insurance or a letter from the employer on company letter head stating when your coverage ended is required.

Edit coverage

8. Click *Select plan* next to the plan you want to enroll in for 2026. You cannot enroll in the HMO. You may only choose the PPO, HSA Plus, or HSA Essential plans.

FSA

PPO 2026

\$58.00

Semi-Monthly Cost

This plan gives you the flexibility to choose any doctor/hospital that you wish without requiring a primary care physician (PCP) referral. You receive greater benefits and pay lower out-of-pocket costs when you see a provider who is a member of the UHC Choice Plus Network.

Individual Deductible	\$750
Family Deductible	\$1,500
Coinsurance	20% After Deductible
Individual Out of Pocket Maximum	\$3,000

Select plan

Plan details

2026 Open Enrollment Late Enrollment Window Instructions

- Complete the [Tobacco Surcharge](#) question and select *Next*.

Choose your Tobacco Surcharge plan.

Please choose your coverage level and select your plan.

Tobacco Surcharge 2026

Coverage amount

Semi-monthly cost

Non-tobacco User

\$0.00

Tobacco User

\$25.00

✓ Currently Selected

Please Note:

This benefit will be declined.

Next

Previous

Cancel

- Select *Save changes* at the bottom of the screen. You can only enroll in health insurance during this enrollment window. No changes or enrollment can be made to other benefits.

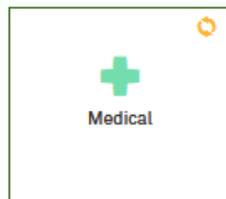


Save changes

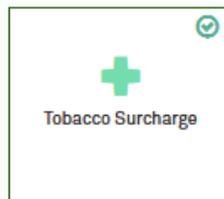
Cancel

- Click *Continue*

Success! You have updated these benefits.



Medical

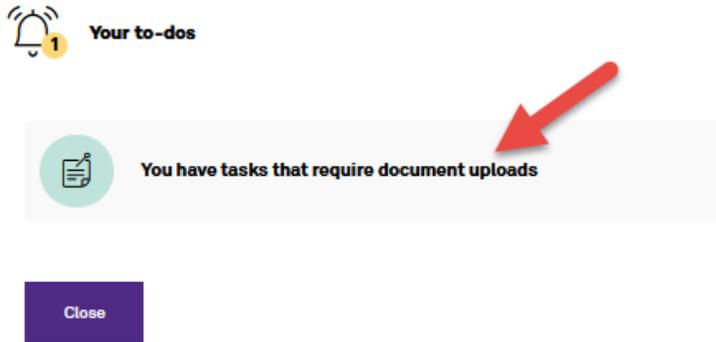


Tobacco Surcharge

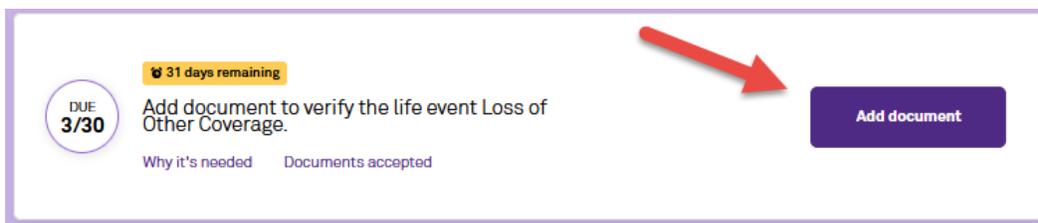
Continue

2026 Open Enrollment Late Enrollment Window Instructions

12. A pop-up box will appear requesting documentation. You will need to upload the [Post-Tax Deduction Acknowledgement form](#) with your signature before 3/31/2026 for your enrollment request to be approved. Select the You have a task that require documents button.



13. Select *Add document*



14. Upload the signed Post Tax Deductions Acknowledgement document, enter Post Tax Deductions Acknowledgement under Document name and select Other Document as document type. Select *Save document*.

Upload the file(s) associated with your document and add the document name and document type.
Document file(s) and basic information

+

Drag your file here to attach or click to select a file.
.doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .xls, and .xlsx accepted

Document name Post Tax Deductions Acknowledgement	Type of document Other Document
--	------------------------------------

Save document Cancel