The online enrollment platform provides a tool that will help you estimate the annual costs and do a side-by-side comparison of the four medical plans. The tool is housed in the online enrollment system in myHR. The instructions provided in this guide will help you access and navigate the online tool.

Accessing the system

1. Login to myHR at https://myhr.northwestern.edu.
2. Select the Benefits tile.
3. Click My Health Benefits Elections on the left.
4. Select Begin open enrollment.

Opening the decision tool

5. Select Edit coverage for your medical plan.
6. Choose Get started to access the decision tool. [if there is not a pop-up box, select National Average]
7. Use the national average or customize your usage.

8. Enter contributions for both FSA and HSA for next year.

- You will then see an estimated annual cost based on usage and tax savings.
9. You can select Compare for two or more plans to see a side-by-side comparison.