

## Online Open Enrollment Instructions

### Getting Ready

Make certain you have reviewed the medical plans you are eligible for as a Temple student. The plans are listed on [www.ibx.com/temple\\_students](http://www.ibx.com/temple_students). If you are selecting a Keystone POS plan, you will need to select a primary care physician (PCP). You can find a PCP under “Find a Provider” on the website, and be sure to make a note of the Provider ID. You will need this number to complete your benefit election.

### Enter your Login ID and Password.


The format is as follows:

Login ID: Temple ID (TUID)  
 Password: Date of birth (ddMmmYYYY)

#### Example

Samuel Student is assigned Temple ID 999999999 and was born on October 1, 1990.  
 Samuel’s login ID would be 999999999.  
 Samuel’s Password would be 01Oct1990.

### Logging on to the open enrollment tool

1.	<a href="#">Click here to enroll</a> (If you do not have a Social Security Number, <a href="#">click here</a> )
2.	Log in using the credentials explained above.
3.	<p>If you are logging in for the first time, you will be prompted to create a new password.</p> <p>Passwords:</p> <ul style="list-style-type: none"> <li>▪ must be at least eight (8) characters long, but not more than 15 characters;</li> <li>▪ must contain both numbers and letters — <b>must contain at least one capital letter, one lowercase letter, and one number;</b></li> <li>▪ may <i>not</i> contain the same number/letter repeated in succession more than twice (e.g., “bb” or “22”);</li> <li>▪ may <i>not</i> be your Social Security number;</li> <li>▪ may <i>not</i> be your ibxpress ID.</li> </ul>
4.	<p>Once you are successfully logged in, select <i>Complete Enrollment</i> to proceed, and select your benefits.</p> <p>When you have completed your benefits selection, you’ll receive a confirmation page with a check mark:</p> <div style="text-align: center;">  </div>