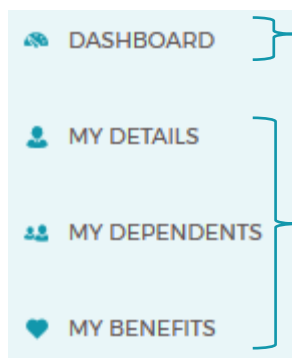


## Open Enrollment Instructions for Employees

If your employer has granted you access to view your WCIF benefits through the SIMON portal, and you have completed your SIMON registration process, you may process your 2025 open enrollment changes online at <https://wcif.simon365.com>.

Once you log into SIMON you will see the following options located along the left side of the screen:



Click here to see the **Open Enrollment Status** showing how much time you have remaining to select your 2025 benefits.



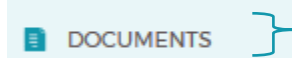
Click on one of these options to view your personal information, your dependent information (if applicable), and your benefits. If you would like to make any 2025 open enrollment changes, click on **Open Enrollment** in the upper right corner on any of these pages.

Once you click on **Open Enrollment**, you'll be guided through the process to update demographic information then benefits selections for you and/or your dependents as needed. Once you are done, review your changes by clicking **Enrollment Summary**.

If everything looks good, click on **Sign Electronically**. Review the **Electronic Signature Disclosure and Consent** and click on **I Agree and Consent**. You will now be prompted to create your signature. You can either select one of the provided signatures, or draw your own electronic signature. Finally, click on **Sign Electronically and Submit** to submit your changes for review.

**IMPORTANT:** If you cancel or decline the electronic signing process, any changes you have made will not be saved. If you do not wish to electronically sign your enrollment form, you will not be able to process your open enrollment changes through SIMON.

### Need additional assistance?



Click here to download the **SIMON 3.0 Employee User Guide** for detailed instructions on using the SIMON portal.

*Please contact your employer for 2025 cost and benefit information.*