

### How to Enroll

You can complete Open Enrollment yourself online using the steps listed below, or reach out to David Campbell [dcampbell@nrha.us](mailto:dcampbell@nrha.us) or call **624-8628** for enrollment assistance.

NRHA has a new Open Enrollment platform: [Sage Employee Self Service](#)

- STEP 1: Go to Sage **Employee Self Service (ESS)**
- STEP 2: Log on with your User Name and Password
  - If you don't know your password, click on "*Username and Password Help*"
  - If you are not previously registered, click on "*First Time Users Register Here*"
- STEP 3: In the left column, under **Benefits** click on **Open Enrollment**
- STEP 4: Select your benefit plans and coverages (*NOTE: You must decline any plans you are not selecting*)
- STEP 5: You may print a summary of your selections