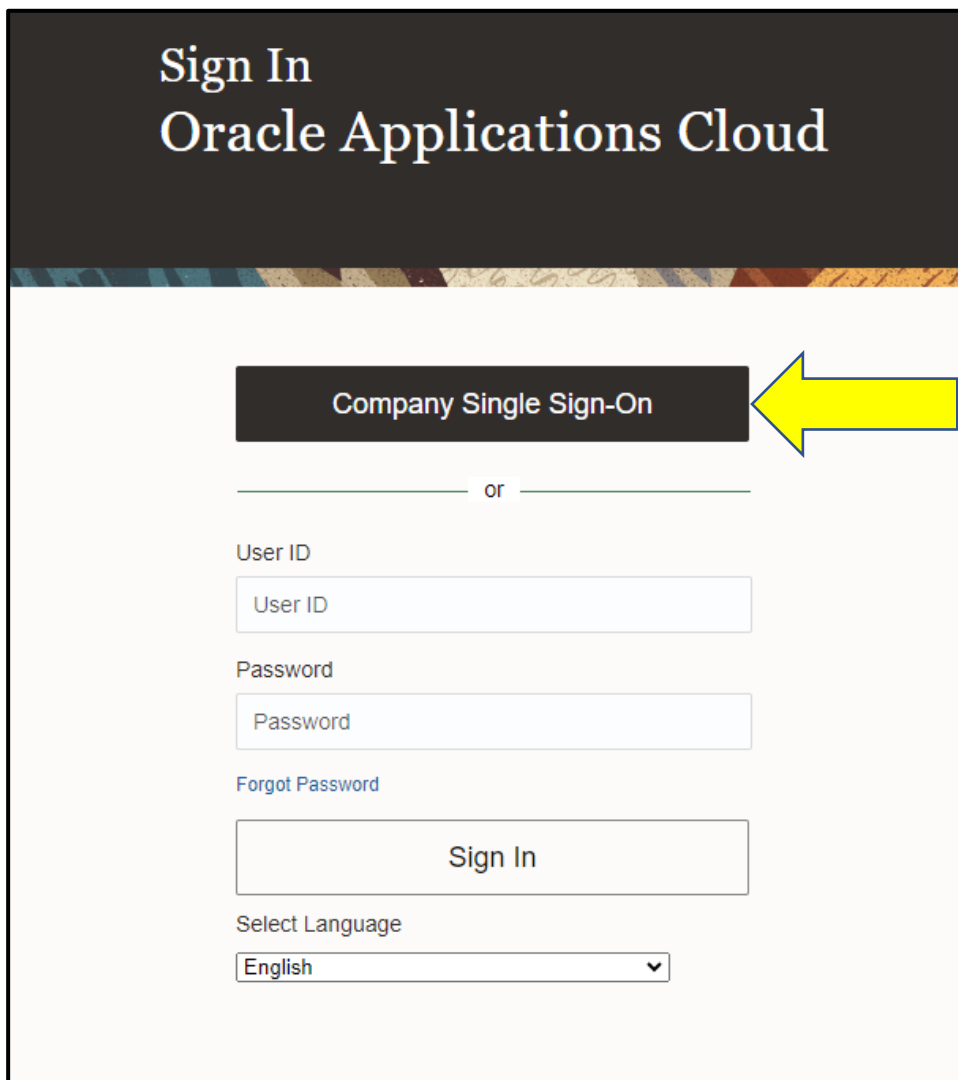# Self Service Step-By-Step Procedures for Pension Plan Election 2023

Purpose: *The purpose of this document is to provide a visual guide for eligible employees to confirm or make changes to their current pension plan elections.*

➢ Log into the portal via https://eeim.login.us2.oraclecloud.com/ → Click on Company Single Sign-On button →

Note: For **Company Single Sign-On,** you must use office-365/outlook credentials, i.e., your City of Memphis email address and password. This option is available **only** for full-time and part-time employees.
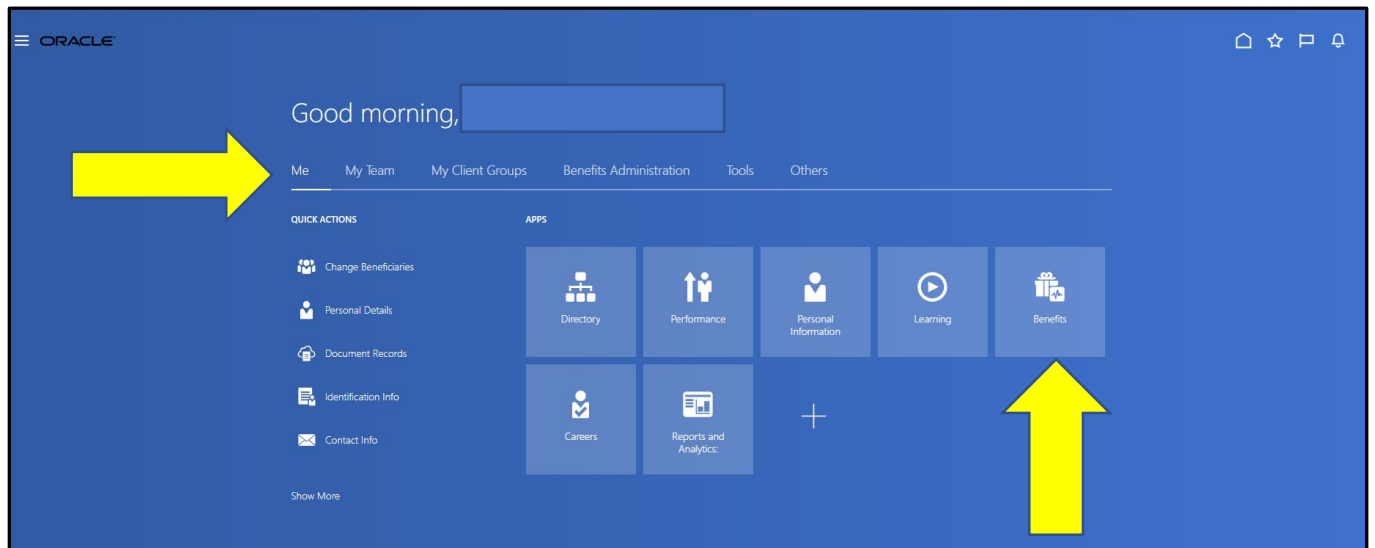
Self Service Step-By-Step Procedures for Pension Plan Election 2023
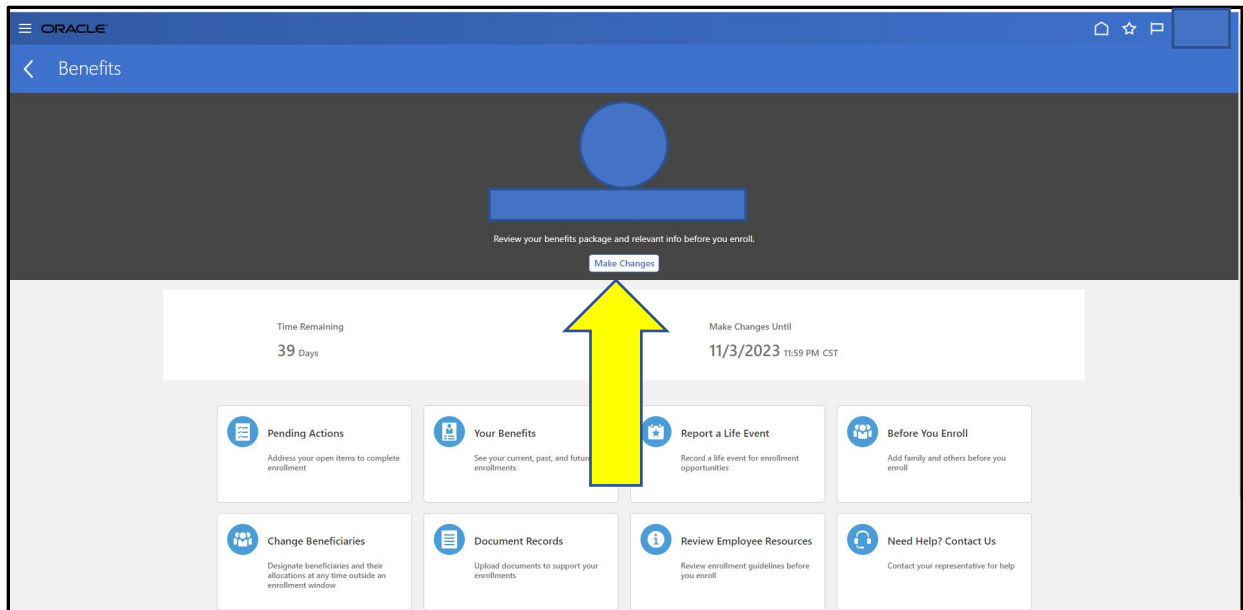
➢ Click on the Home icon →
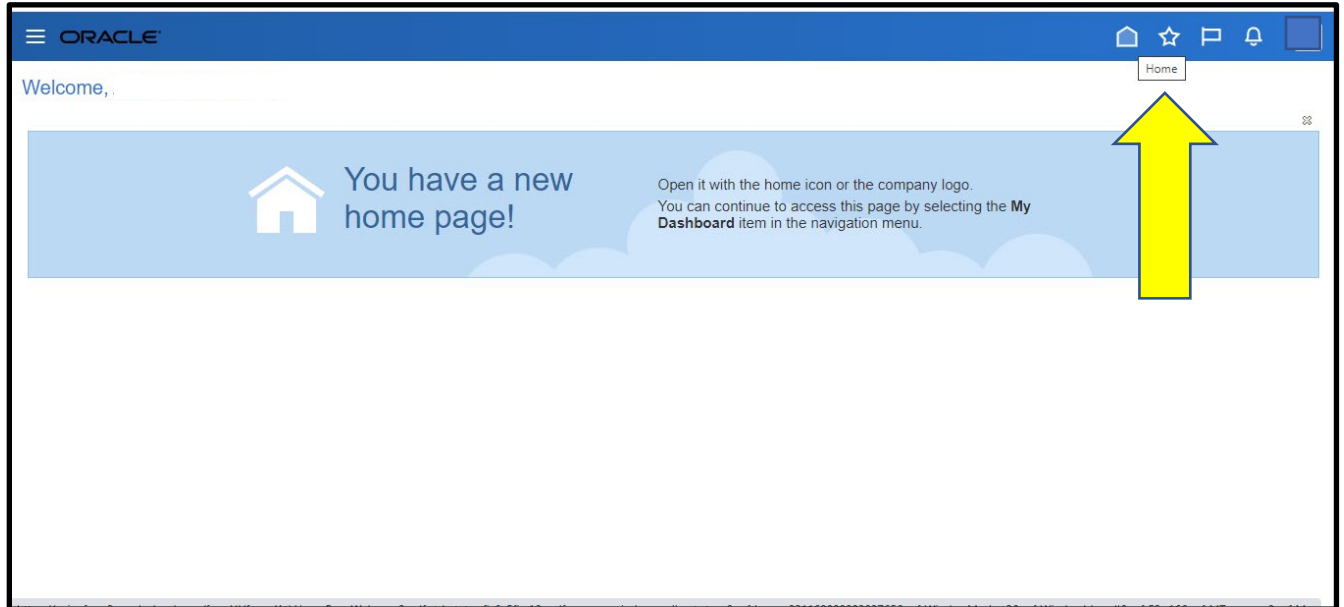
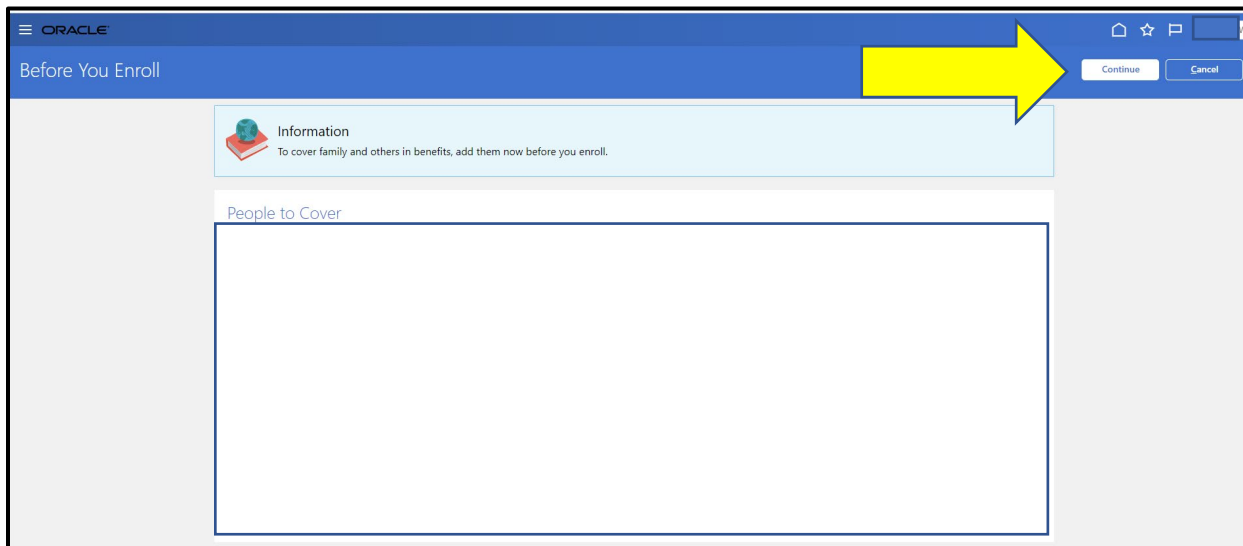➢ You will see the screen below → Go to the **"Me"** tab → Click on the **"Benefits"** button →

Self Service Step-By-Step Procedures for Pension Plan Election 2023

➢ The screen below will appear → Click on the **"Make Changes"** button →
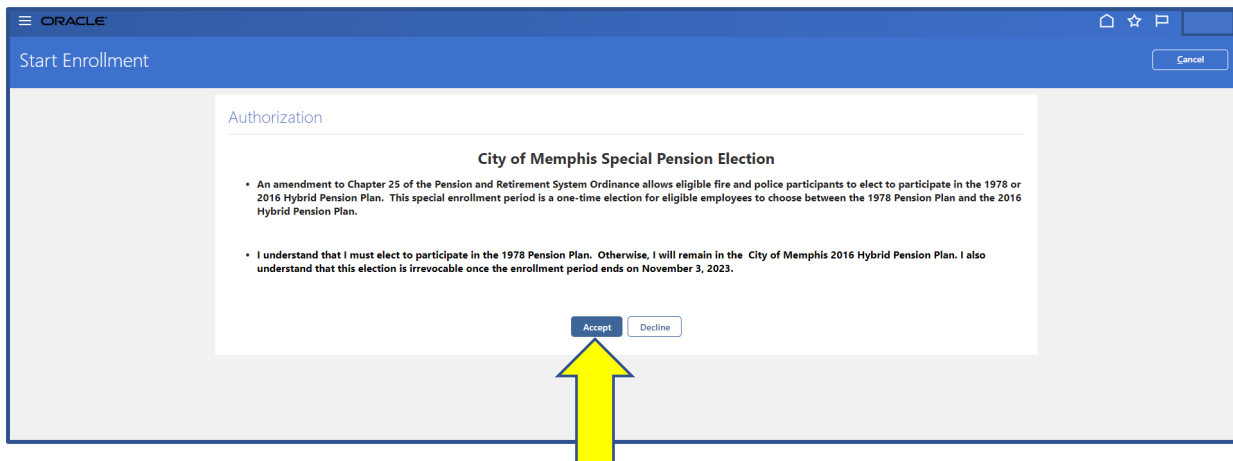

➢ Click on the **"Continue"** button →

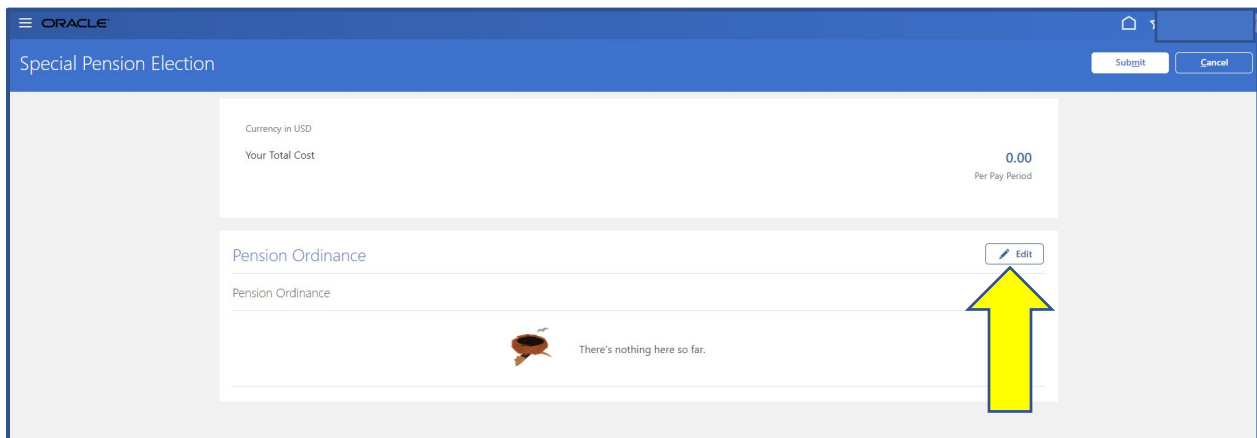# Self Service Step-By-Step Procedures for Pension Plan Election 2023

➢ Click on the **"Special Pension Election"** button →

➢ Click on the **"Accept"** →

➢ Click on the **"Edit"** button →

Self Service Step-By-Step Procedures for Pension Plan Election 2023

The screen below will display your choice of City of Memphis Pension plans. Your selection will determine which plan you will be enrolled in effective January 1, 2024.

*Please choose your plan carefully, it cannot be changed after your submission.

Select your pension election → Click on the continue →

➢ After making your selection, click on the **"Submit"** button →

Self Service Step-By-Step Procedures for Pension Plan Election 2023

➢ After submitting your choice, you will receive a confirmation listing your decision. Make sure to print your confirmation.

Thank you for completing open enrollment. The City of Memphis values your input and satisfaction. Please click here to take a quick survey. This survey first asks about your open enrollment experience. The next set of questions dive into exploring your overall well-being and addressing any needs you may have while working during the COVID-19 pandemic. The survey should take about 5-7 minutes to complete.

REMEMBER: If you are adding dependents or a qualified life event, please submit all required documentation by December 2, 2022 for the enrollment change to become effective. Documentation can be uploaded in your document records in self-service or emailed to benefitsquestions@memphistn.gov. Please contact the Benefits office at 901-636-6800 if you have any questions.

Confirmation
Your benefit elections were saved.
You can make changes until 11:59 PM CST, 11/3/2023.
Enroll in Other Benefits

Currency in USD

Your Total Cost Each Pay Period   0.00

Pension Ordinance

Special Pension Election
City of Memphis 1978 Plan
Who's covered?
You

Authorization

City of Memphis Special Pension Election

- An amendment to Chapter 25 of the Pension and Retirement System Ordinance allows eligible fire and police participants to elect to participate in the 1978 or 2016 Hybrid Pension Plan. This special enrollment period is a one-time election for eligible employees to choose between the 1978 Pension Plan and the 2016 Hybrid Pension Plan.

- I understand that I must elect to participate in the 1978 Pension Plan. Otherwise, I will remain in the City of Memphis 2016 Hybrid Pension Plan. I also understand that this election is irrevocable once the enrollment period ends on November 3, 2023.