

User Guide for Open Enrollment Appointment Scheduler

To access the Benefits Open Enrollment Scheduler, go to the '<u>Total Rewards</u>' homepage at https://totalrewards.memphistn.gov/, select **Contact Us** and click on the **To Schedule an Appointment for Open Enrollment 2023** button. You can also access the scheduler via the Open Enrollment (OE) Webinar Portal.

The page below will display, scroll down to see the available appointment times.



Locate your desired date and time. To view the scheduler in a calendar view, click on the **Calendar View** button.

3

List View Date (emiddyyyy) Location Time (cD1) Available Stot Benefits Active 0E2022 (4) 1 of 4 slots filled Sign Up ■ 10:00am - 10:30am Benefits Active 0E2022 (4) 1 of 4 slots filled Sign Up ■ 11:20am - 11:50am Benefits Active 0E2022 (4) 2 of 4 slots filled Sign Up ■ 11:20pm - 1:50pm Benefits Active 0E2022 (4) Sign Up ■ 12:20pm - 1:50pm Benefits Active 0E2022 (4) Sign Up ■ 11:20pm - 1:50pm Benefits Active 0E2022 (4) Sign Up ■ 11:20pm - 1:50pm Benefits Active 0E2022 (4) Sign Up ■ 11:20pm - 1:50pm Benefits Active 0E2022 (4) Sign Up ■

Calendar View

SEP 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
©2021 SignUpGenius.						
Submit and Sign Up						All Rights Reserved. Privacy Policy Terms of Service





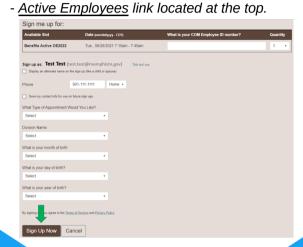
Click on the **Sign Up** button next to your desired date and time, then click on the **Submit and Sign Up** button.





The "Sign Me Up" page displays. Please make sure to complete all the necessary fields. Click on the **Sign Up Now** button.

Note: To go back and select a new date and time, click on the <u>Back to Open Enrollment 2024</u>





A confirmation page will display with the appointment date and time, as well as an option to add to your calendar by clicking on the <u>Add to Calendar link</u>.







You will also receive an email confirmation from the 'Total Rewards Service Center', subject reads: "Your Appointment is Confirmed for Open Enrollment 2022". If you do not see the confirmation in your email inbox, check your Spam/Junk email folders.

Open Enrollment 2022- Active Employees

Thank you, Deb!

You're all signed up for "Open Enrollment 2022- Active Employees."



Benefits Active OE2022 10/22/2021 (Fri.) 4:40pm - 5:10pm CDT

Location: Phone Appointment
What is your COM Employee ID number?: 1230000

We look

forward to assisting you with your 2022 Open Enrollment choices

Your

appointment has been scheduled for the date and time that you requested.

We will contact you promptly at your requested time.

Making Better Employee Engagement Possible!

"It's Our Pleasure To Serve You!"

View Sign Up

Edit My Sign Up

Contact Total Rewards Service Center

Please make sure to read the details about your appointment in the email notification! If not already, you can add the appointment to your calendar via the attachment in the email confirmation.