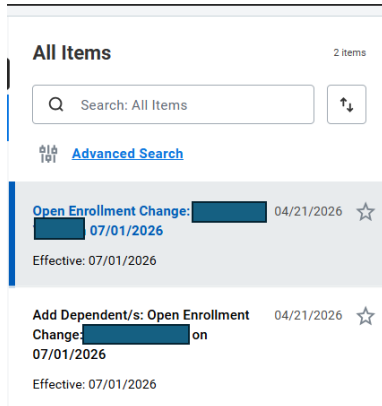


2026 Open Enrollment

How-to Guide in PRISM

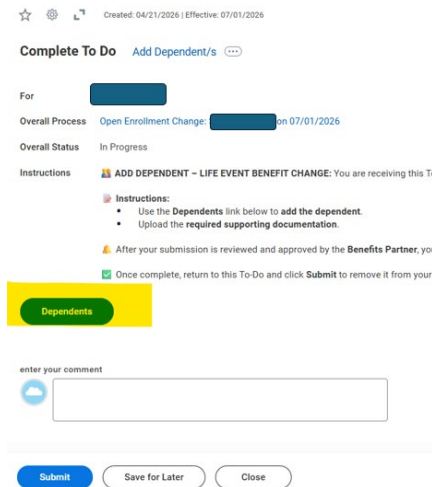
Complete Open Enrollment Tasks in PRISM

Log in to PRISM and go to the task box in the top right hand of your screen to complete the open enrollment tasks. Every employee will have 2 tasks assigned. If you wish to make changes to your benefits, YOU MUST COMPLETE BOTH TASKS for your Open Enrollment elections to be submitted.



Task 1: ADD DEPENDENTS

1. If you do not have any dependents to add, simply click “Submit”
2. If you need to add dependents, or if you are unsure which dependents are already listed on your profile, click on “Dependents”





3. This will take you to your dependent screen, which will show a list of existing dependents. To add more, click “Add:



4. Complete the “Add My Dependent” screen, being sure to include all the below information:
 - a. Effective date (today’s date)
 - b. Reason (add dependent → Other)
 - c. Legal Name (first and last)
 - d. Gender
 - e. Date of Birth
 - f. Relationship (Domestic Partner, Stepchild, Child, Domestic Partner Child, or Spouse)
 - g. National ID (Social Security Number)
 - h. Attach documentation



Dependent	Documentation
Spouse	Marriage license
Domestic Partner	DP Affidavit + Proof of shared financial responsibility
Biological Child	Birth certificate
Adopted Child / Guardianship	Adoption paperwork, court order
Stepchild	Marriage license + birth certificate
Domestic Partner’s Child	DP Affidavit + Proof of shared financial responsibility + Birth certificate listing DP as parent

5. Click “Submit” and repeat for all additional dependents you wish to add to plans. **Any dependent task will need to be approved by a Benefits Specialist first before the dependent(s) will be listed on your dependent screen. Please wait until the dependent(s) has/have been approved before moving on to the “Change Benefits for Open Enrollment” task.**

Dependents  

[Add](#)

Dependents 1 item

Dependent	Relationship	Age	Benefit Elections
	Child	23 years, 11 months, 26 days	 ctio ental

Success! Event submitted

Up Next: Benefits Partner | Approval by Benefits Partner

[View Details](#)

- Once you have added all dependents OR if you have no new dependents to add, click “Submit” on the “Add Dependents” task:


☆ ⚙️ 🗨️ Created: 04/21/2026 | Effective: 07/01/2026


Complete To Do [Add Dependent/s](#) 

For 

Overall Process [Open Enrollment Change !\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\)](#) on 07/01/2026


Overall Status In Progress

Instructions  **ADD DEPENDENT – LIFE EVENT BENEFIT CHANGE:** You are receiving this To-

 **Instructions:**

- Use the **Dependents** link below to **add the dependent**.
- Upload the **required supporting documentation**.

 After your submission is reviewed and approved by the **Benefits Partner**, you

 Once complete, return to this To-Do and click **Submit** to remove it from your it

[Dependents](#)

enter your comment



[Submit](#)

[Save for Later](#)

[Close](#)

Note: You MUST complete this task in order for your Open Enrollment elections to take effect.

Task 2: CHANGE BENEFITS FOR OPEN ENROLLMENT

1. Click “Let’s Get Started” on the “Change Benefits for Open Enrollment” task:

☆ ⚙️ 📄 Created: 04/21/2026 | Effective: 07/01/2026

Change Benefits for Open Enrollment

Health Care Open Enrollment 04/21/2026-04/28/2026

Choose new plans or re-enroll in the plans you currently have.

Let's Get Started

2. Click “Enroll” or “Manage” under each Medical, Dental, and Vision plans:

Health Care Open Enrollment

Projected Total Cost Per Paycheck \$12.00 Projected Total Credits \$0.00

Health Care

Medical
Anthem Medical Waived

Enroll >

Dental
Northwest Delta Dental PPO Non Prorated

Cost per paycheck \$12.00

Coverage Employee + EE Child

Dependents 1

Manage >

Vision
Waived

Enroll >

Review and Sign Save for Later

3. Click either “Waive” (to waive plan altogether) or “Select” (to enroll yourself and any dependents in plan), then “Confirm and Continue”:

Medical

Projected Total Cost Per Paycheck \$12.00 Projected Total Credits \$0.00

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee Only.

Benefit Plan	*Selection	You Pay (Biweekly)	Company Contribution (Biweekly)
Anthem Medical PPO Non Prorated	<input type="radio"/> Select <input checked="" type="radio"/> Waive	\$35.00	\$560.00

1 item

Health Care Instructions

General Instructions

You may enroll yourself and all eligible dependents in any plans available.

Confirm and Continue Cancel

- If you are enrolling in the plan, click “Select.” On the next screen, check the box next to any dependent(s) you want to enroll in that plan. Uncheck the box next to any dependent(s) you want to remove from the plan. If there are no dependents listed or no boxes checked, you are enrolling in the plan as employee-only. Click “Save.”

Medical - Anthem Medical PPO Non Prorated

Projected Total Cost Per Paycheck: \$47.00 Projected Total Credits: \$0.00

Dependents
Add a new dependent or select an existing dependent from the list below.

Coverage: * Employee Only
Plan cost per paycheck: \$35.00

2 items

Select	Dependent	Relationship	Date of Birth
<input type="checkbox"/>	[Redacted]	Child	[Redacted]
<input type="checkbox"/>	[Redacted]	Child	[Redacted]

Health Care Instructions
General Instructions
You may enroll yourself and all eligible dependents in any plans available.

- Repeat as needed for each plan. When done, click “Review and Sign”

Health Care Open Enrollment

Projected Total Cost Per Paycheck: \$12.00 Projected Total Credits: \$0.00

Health Care

Medical
Waived

[Enroll >](#)

Dental
Northeast Delta Dental PPO Non Prorated

Cost per paycheck: \$12.00

Coverage: Employee + EE Child

Dependents: 1

[Manage >](#)

Vision
Waived

[Enroll >](#)

6. View summary page and check that summary matches your selections:

View Summary

Projected Total Cost Per Paycheck: \$47.00 Projected Total Credits: \$0.00

Selected Benefits: 2 items

Plan	Coverage Begin Date	Subscription Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical	07/01/2024	06/21/2024	Employee Only			\$35.00
Antiem Medical PPO Non-Preferred						
Dental	07/01/2024	07/01/2024	Employee + EE Child			\$12.00
Northeast Delta Dental PPO Non-Preferred						

Waived Benefits: 1 item

Vision			Planned			
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Total Benefits Cost: 1 item

Company Contribution	Employee Cost	Credits	Net Cost
\$375.22	\$47.00	\$0.00	\$47.00

Attachments

7. If all looks good, check the “I Accept” box at the bottom and click “Submit.”

Electronic Signature

Legal Notice: Please Read

Your name is considered your “Electronic Signature” and will serve as your confirmation of the accuracy of th

- You understand and approve the enrollment as indicated above. You hereby authorize the company

I certify all information supplied on this form is true and complete to the best of my knowledge and/or belief, with rules, regulations & statutes. I further authorize the Office of Employee Health & Wellness to deduct any opportunity to apply for group health coverage that provides Minimum Value and Minimum Essential Coverage; purpose of defrauding the company. My signature on this application constitutes my approval and authorization.

I Accept

enter your comment

Process History

- Change Benefits for Open Enrollment- Step Completed
- Change Benefits for Open Enrollment- Not Required
- [Redacted]
- Change Benefits for Open Enrollment- Awaiting Action

8. Click on the Benefits Summary on the next screen to ensure accuracy:

Submitted

You've submitted your elections.

Important Dates:

Benefits go into effect 07/01/2026

Final day to update benefits 04/28/2026

[View 2026 Benefits Statement](#)

[Done](#)

9. You can make any changes to your elections up until 5pm on May 15th. To do this, go to your Benefits and Pay page and click “Edit” on the “Benefit Event: Health Care Open Enrollment” event:

Tasks and Reports

[Withholding Elections](#) [Payment Elections](#) [Change Benefit](#)

Needs Attention

SUBMITTED

Benefit Event: Health Care Open Enrollment

Submit elections by April 28, 2026.

[Edit](#)

10. Repeat Steps 2-8 and ensure changes stick.

Frequently Asked Questions

The event says, “Health Care Open Enrollment”, but I want to make a change to my dental and vision plans too. Where can I do that?

“Health Care Open Enrollment” is inclusive of Health (Medical), Dental, and Vision plans. You can make changes to any of those 3 plans within this event.

My Open Enrollment task says, “On Hold.” What do I do?

You may have another task awaiting your action in PRISM that needs to be completed before being able to complete your Open Enrollment task. Please check your “My Tasks” box and complete any outstanding items, then try and proceed with the Open Enrollment task. If you are still blocked, contact info.benefits@maine.gov.

My dependents are already on my plans; do I need to add them again?

If your dependents are already listed on your profile, DO NOT add them a second time. They will already appear on the list of available dependents.

If I don’t need to add any dependents, do I still complete the “Add Dependents” task?

Yes! If you do not click “Submit” on the “Add Dependents” task, your elections will not be submitted. Please complete BOTH assigned Open Enrollment tasks.

I submitted an event to add a dependent, but I don’t see them as an option to add to my plans. What do I do?

A Benefits Specialist must first review and approve the dependent before they will appear on your list of dependents. Please give our team 24 hours to approve dependent events.

What documentation do I need to add a dependent?

Please submit the appropriate documentation that proves the relationship between yourself and the dependent:

Dependent	Documentation
Spouse	Marriage license
Domestic Partner	DP Affidavit + Proof of shared financial responsibility
Biological Child	Birth certificate
Adopted Child / Guardianship	Adoption paperwork, court order
Stepchild	Marriage license + birth certificate
Domestic Partner’s Child*	DP Affidavit + Proof of shared financial responsibility + Birth certificate listing DP as parent

*Domestic Partner MUST be on the plan to add a Domestic Partner’s child to the plan

If I don’t want to make any changes to my elections, do I still need to complete the Open Enrollment tasks?

You do not need to complete the tasks if you do not want to make any changes. Your existing plan coverages will carry over into the next plan year. The Open Enrollment tasks will be removed from

your task box after Open Enrollment closes. However, there is no harm in completing the task anyway. It's good practice to review what your current elections are to ensure accuracy.

Why do my medical insurance deductions look different from last year?

Our health insurance plan rates increased by 3% for the 2026-2027 plan year; new deductions will be increased accordingly. [Please see our website for a full listing of premium changes.](#)

Do the listed rates include the Health Premium Credit?

No, the listed rates will not show the Health Premium Credit. That data will not be loaded into the system until after Open Enrollment is closed. Please check back on July 1 to see your Health Premium Credit data listed on your account.

Do the listed rates take into account my annual raise that took me over the \$50k or \$100k threshold into the new deduction tier?

No. Annual salary adjustments for 2026-2027 health insurance deduction calculation purposes are not yet loaded into PRISM. Please check back on July 1 to see your final 2026-2027 health insurance deduction rate.

I'm a part-time employee and I changed my coverage. Why does it show that I have \$0 deductions?

This is a known issue with how part-time rates are configured in PRISM. Please check back on July 1 to see your final 2026-2027 health and/or dental insurance deductions rates.

Are there any changes to our insurance plans this year?

[Please see our website for a full list of plan changes for 2026-2027.](#)

How do I complete my Open Enrollment tasks while out on leave?

You will be able to complete your Open Enrollment elections once you return from leave. When you return, you will be issued a "Return from Leave" task that you should complete first. Then you will be prompted to complete the Open Enrollment task. If you have any questions or issues, please contact info.benefits@maine.gov.

Can I complete my Annual Open Enrollment application through PRISM without a state-issued computer?

Yes. Anyone can access PRISM via a mobile device by downloading the Workday app, either from the Apple Store or the Google Play store. Enter the company code – "maine" – and then you can login using your state-issued credentials. Two-factor authorization is required.

Last Updated: May 1st, 2026