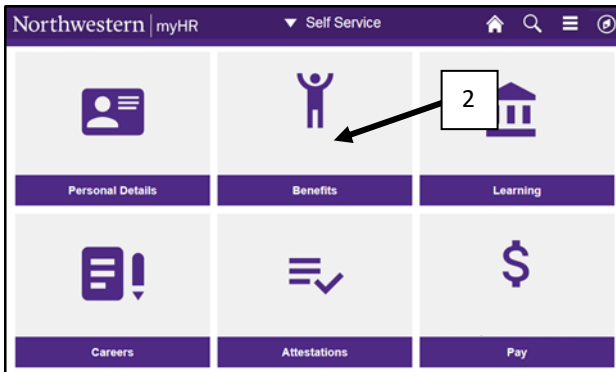
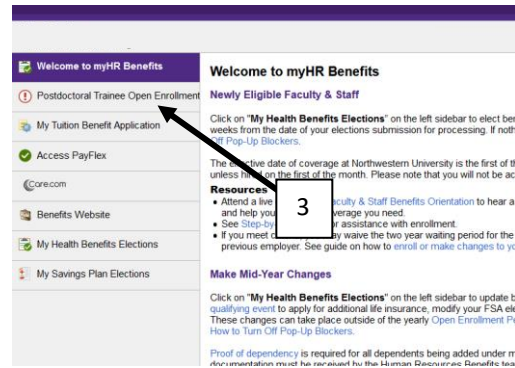


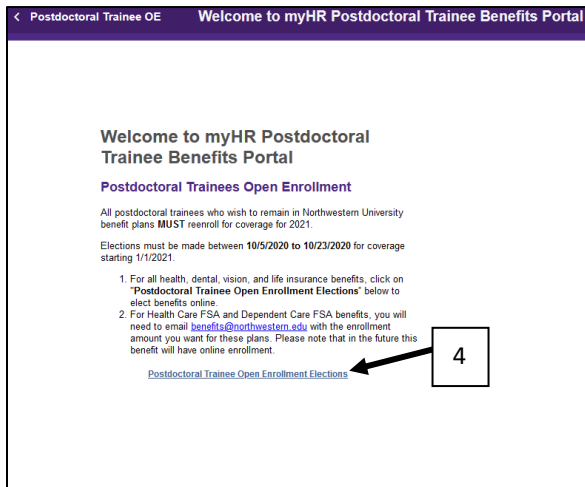
1. Login to **myHR** at <https://myhr.northwestern.edu>.
2. Select the **Benefits** tile in myHR Self Service.



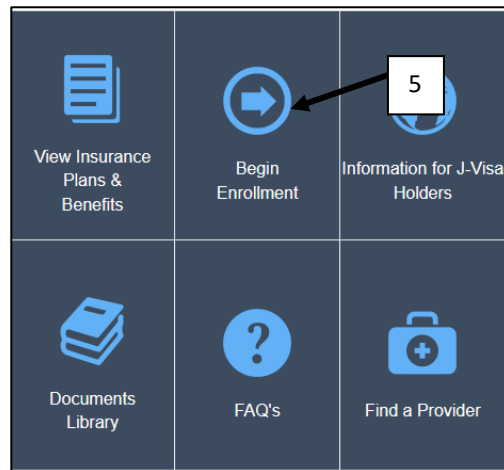
3. Select **Postdoctoral Trainee Open Enrollment** from the left-hand menu. **You will need to disable your pop-up blockers if you have them turned on.**



4. A new window will open. Select **Postdoctoral Trainee Open Enrollment Elections**.



5. Select **Begin Enrollment** from the center of the page. You will be prompted to create an account. Follow the prompts to complete enrollment.



For **Health Care FSA** and **Dependent Care FSA** benefits, you will need to email [benefits@northwestern.edu](mailto:benefits@northwestern.edu) with the enrollment amount you want for these plans. Please note that in the future this benefit will have online enrollment.