

SIMON OPEN ENROLLMENT INSTRUCTIONS FOR EMPLOYERS

Once your renewal has been processed you will be notified via email when your Open Enrollment period begins. You can then process Open Enrollment changes online at <https://simon365.com>.

Important note: 2026 Renewals are passive which means your employees will be automatically renewed. Open Enrollment changes need to be entered for changes only.

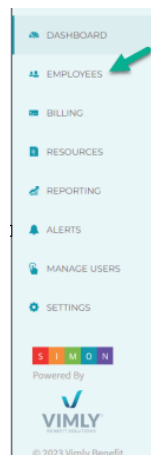
Once you login to SIMON, you will see the **Open Enrollment Status** which shows how much time you have remaining to process OE changes.

■ Open Enrollment Status

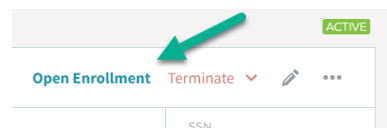
You are currently in an open enrollment period. Time remaining:

14 09 07
DAYS HOURS MINUTES

To begin the open enrollment process for an **existing employee**, select the employee you wish to make OE changes to from the **Employees tab** on the left side of your SIMON home page:



Select the **Open Enrollment** option in the top right corner of the employee's profile:



SIMON will guide you through the remaining steps of the OE process.

To begin the open enrollment process for a **new employee**, select the **Employees tab** on the left side of your SIMON home page then select **Add Employee** in the top right corner:



Select **Open Enrollment** as the qualifying event and SIMON will guide you through the remaining steps of adding a new employee.

Once submitted, any changes you make will become effective as of the Renewal date.

Questions?

Please contact HealthPlanTeam@idahoagc.org for plan year cost and benefit information. For assistance with SIMON please use the **SIMON Support tile** on your SIMON home page.