
ENROLL THROUGH HR SELF SERVICE

Enrolling in your benefits will be a little different this year! With our enhanced system, you will be able to:

- **Enroll** using your mobile device
- **View and print** your personalized benefits statement
- **Select between two views** using tiles or a list format
- **Use fewer clicks** to submit your enrollment

You can log in to HR Self Service as often as you like from **Monday, October 24 through Friday, November 11** to review and/or make changes to your 2023 Open Enrollment elections.

**Easy Steps to Log in:**

1. Go to HR Self Service at [www.princeton.edu/selfservice](http://www.princeton.edu/selfservice).
2. Enter your NetID and password and click the **Login** button. Complete **Duo Authentication**. If you require assistance with your NetID, password, or Duo, contact the OIT Help Desk at (609) 258-HELP (258-4357).
3. Select **HR Self Service**, and then select the **Open Enrollment** tile. As an alternative, you can also select **Benefit Details**, and then **Benefits Enrollment**.
4. Click on the **Start** button next to the Open Enrollment event, which will open the Welcome page.

After reading the important reminders, proceed to the enrollment screen by choosing **Benefits Enrollment** from the side menu bar or select **NEXT**.

Choosing between the tile or list view, please review each of your benefit options. Prior to finalizing your changes, review your selections carefully.
When you are ready to finalize your changes, scroll up and click the **Submit Enrollment** button under **Enrollment Summary**.

After submitting your enrollment, the status will change to “Submitted” and show the date and time of the submission.

The last page contains important reminders and confirms the **Benefits Enrollment** step is marked “Complete.” If you did not submit your enrollment, return to the previous step and select the blue **Submit Enrollment** button to finalize your elections. If you do not select submit, your elections will not be processed.

To view a printable benefits statement, exit out of the screen in the top left corner and click on the **Benefits Statement** tile under **Benefit Details**. Once you submit your elections, changes will be reflected in HR Self Service within two business days. You can then verify your elections by logging in and clicking **Benefits Summary**. Under **Benefit Details**, change the current date to 01/01/2023 and select **Refresh**.

If you need assistance, contact the Human Resources Benefits Team at (609) 258-3302 or benefits@princeton.edu. For more information about the benefits plans, visit the Open Enrollment website at hr.princeton.edu/open-enrollment.