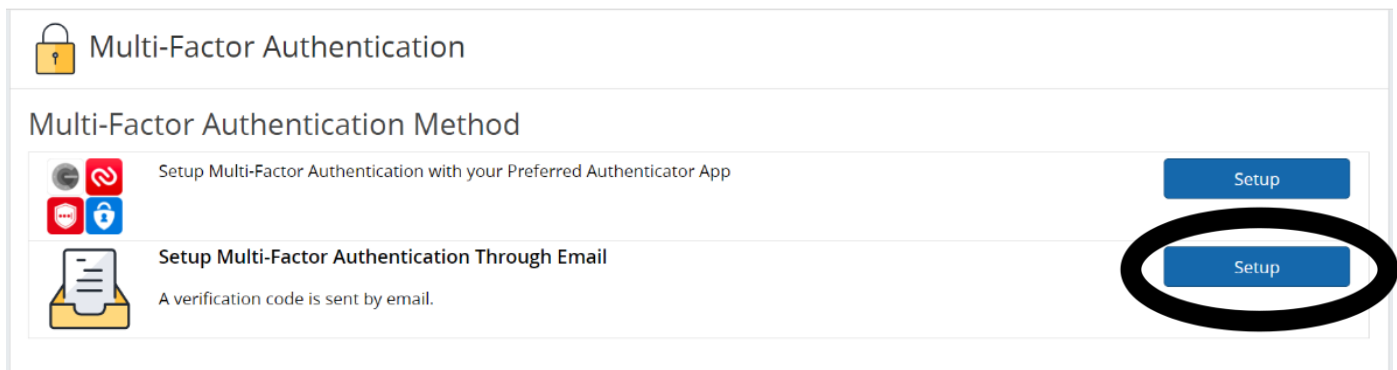# Open Enrollment Instructions

- Go to the [Benefits Enrollment Site](#)

- Enter your username and password. Or, if you're a first-time user, select Register to setup your credentials. Use **benefits** as the company key.
  - If you do not remember your login credentials, click on **Forgot your username or password?** You will be prompted to answer a security question and then to reset your password. If you're still having issues, contact us at benefits@washburn.edu or ext. 1538.

- If you haven't already done so, you will be prompted to set up Multifactor Authentication. Click **Setup**.
  - For the quickest authentication, click **Setup** next to the option *Setup Multi-Factor Authentication through email* and then follow the instructions.

  - If you choose to authenticate through your preferred Authenticator App instead, follow these instructions:
    1. Click **Setup** next to **Setup Multi-Factor Authentication with your Preferred Authenticator App**
    2. Open the DUO app on your phone
    3. Click the Add+ in the upper right corner
    4. Click Use QR code to scan the code provided on the screen
    5. Follow instructions to Authenticate

- Once logged in, click on **Start Here Washburn University 2025 Open Enrollment**. Follow the prompts to begin your enrollment and continue through the selection process. Be sure to confirm your choices at the end to successfully complete your enrollment.