

HOW TO CHANGE YOUR HEALTH PLAN ON LINE

On line changes are applicable **only** for changing from health plan to health plan.

Steps to follow when changing your health plan on line:

1. Sign on to the my Fresno State portal
2. Select/Click on Employee Self Service
3. Select Benefits
4. Select Benefits Open Enrollment

This feature is the latest addition to providing employees with HR-related data including electronic paychecks, compensation history, and personal demographic information. We encourage all employees to use this access to review personal information and, if needed, to change health care plans during the open enrollment period. Visit the Employee Self Service area at [My Fresno State](#) portal and select [Benefits](#) to view your Benefits Summary.



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