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ACCESSING PRESTO

To access PRESTO, click on the link below, and then follow the instructions as detailed below.

http://presto.cc.oberlin.edu/
ACCESSING PRESTO

- **Enter**: User ID. All User IDs begin with a “T”, which must be in caps (Refer to your Total Compensation letter or your paystub for your T #.)

- **Enter**: PIN # (Unless you have changed your PIN, this should be your six digit birthday. Enter your birthday in this format: MM/DD/YY, e.g., 041280)

- **Click On**: Login Button

- For assistance, contact HR at X58430
ONLINE BENEFITS ENROLLMENT AND/OR GIVING

Select: Employee Information after you login

Select: Benefits and Deductions
ONLINE BENEFITS ENROLLMENT AND/OR GIVING

Select: Open Enrollment

Click on: Start Open Enrollment.
To donate, click Miscellaneous Group and select the organization of your choice.
- Input your monthly donation
- Input your annual donation
Click on: Add choice

(If you wish to donate to more than one main organization, repeat the above process.)

TO ENROLL FOR YOUR BENEFITS ONLINE, select the Open Enrollment link for the next group of benefits. The system redisplays the Open Enrollment page with the selections/changes itemized. Make your elections, if applicable. (Skip this step if you are not electing benefits online.)

To save, donations/benefit elections, click the Open Enrollment button, and then click Complete as shown on next page.

For assistance, contact HR at X58430
To finalize your open enrollment elections, click **Complete**.
BENEFIT/DONATION STATEMENT

Additional information
To make changes:

a. Click on Submit Change to update the selected benefit/donation and to display the Open Enrollment Group page with the benefit/donation changes
b. Click on Stop Benefit to stop benefits/donations

“My Benefit Statement” will be preselected. Click Select for Benefit Statement criteria.

Click on the drop down button and select Jan 01, 2015, if you are paid monthly. If you are paid bi-weekly, select December 22, 2014. Click Select again to display your elections for the upcoming year.

PLEASE PRINT THE BENEFIT/DONATION STATEMENT FOR YOUR RECORDS.

EXIT Click Exit to log out of PRESTO.
c. Click on the **Cancel Choice** button to reset all your selections to the prior selections. *(You will see this choice if you have made prior changes)*

To restart, click **Restart** to return to the Open Enrollment page **without saving** your changes. This will reset your selections to the prior year.

**To save changes, click **Complete** for all your changes to be saved to the database.**

**Benefit Statement**

The online employee **Benefit Statement** button merges all related benefits information, **including your donations**, into a single online benefit statement that is synchronized. Please print for your records.

(If you wish to make further changes, you may do so throughout the month of October 2014. You will have the option to “Reopen Open Enrollment” by clicking on the applicable link.)

Thank you for enrolling for benefits and/or donating online.