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ACCESSING PRESTO

(PRESTO stands for Personal Records for Employees and Students at Oberlin)

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

**PRESTO**

Enter: User ID. All User IDs begin with a “T”, which must be capitalized.

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.
ONLINE BENEFITS ENROLLMENT AND/OR GIVING

Health
To stop or change Health plans click Health, click your current plan and click Stop Benefits, then Submit Change. Select Open Enrollment to continue.

Flex
To enroll in Flex Spending, click Flex Spending.

For Flex Spending – Child Care, click here.

For Flex Spending – Medical, click here.
For the **Child Care** option, enter **BOTH** the monthly and annual goal here. Then click **ADD CHOICE**.

For the **Health** option, enter **BOTH** the monthly and annual goal here. Then click **ADD CHOICE**.
The total amount(s) entered will be shown here.

If the amounts are **INCORRECT**, click **RESTART**.

If the amount(s) are **CORRECT**, click **Open Enrollment**.

If you wish to continue updating your benefits, click on the following selections:
- **Health**
- **Flex Spending**
- **Miscellaneous**

If you are finished, click **COMPLETE**.

If you **DO NOT** need to modify any other benefits, **skip to page 11** to print your Benefit Statement.
ONLINE BENEFITS ENROLLMENT AND/OR GIVING

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 CONTINUE TO ENROLL FOR OTHER 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, benefit/donations 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**.
“My Benefit Statement” will be preselected. Click Select for Benefit Statement criteria.
BENEFIT/DONATION STATEMENT

Click on the drop down button and select **Jan 01, 2016**, if you are paid monthly or **Dec 28, 2015**, if you are paid bi-weekly 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.

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
   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.

Click **Complete** for your changes to be saved to the Human Resources Information System.

**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 Open Enrollment period from October 7, 2015 through November 4, 2015. 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.