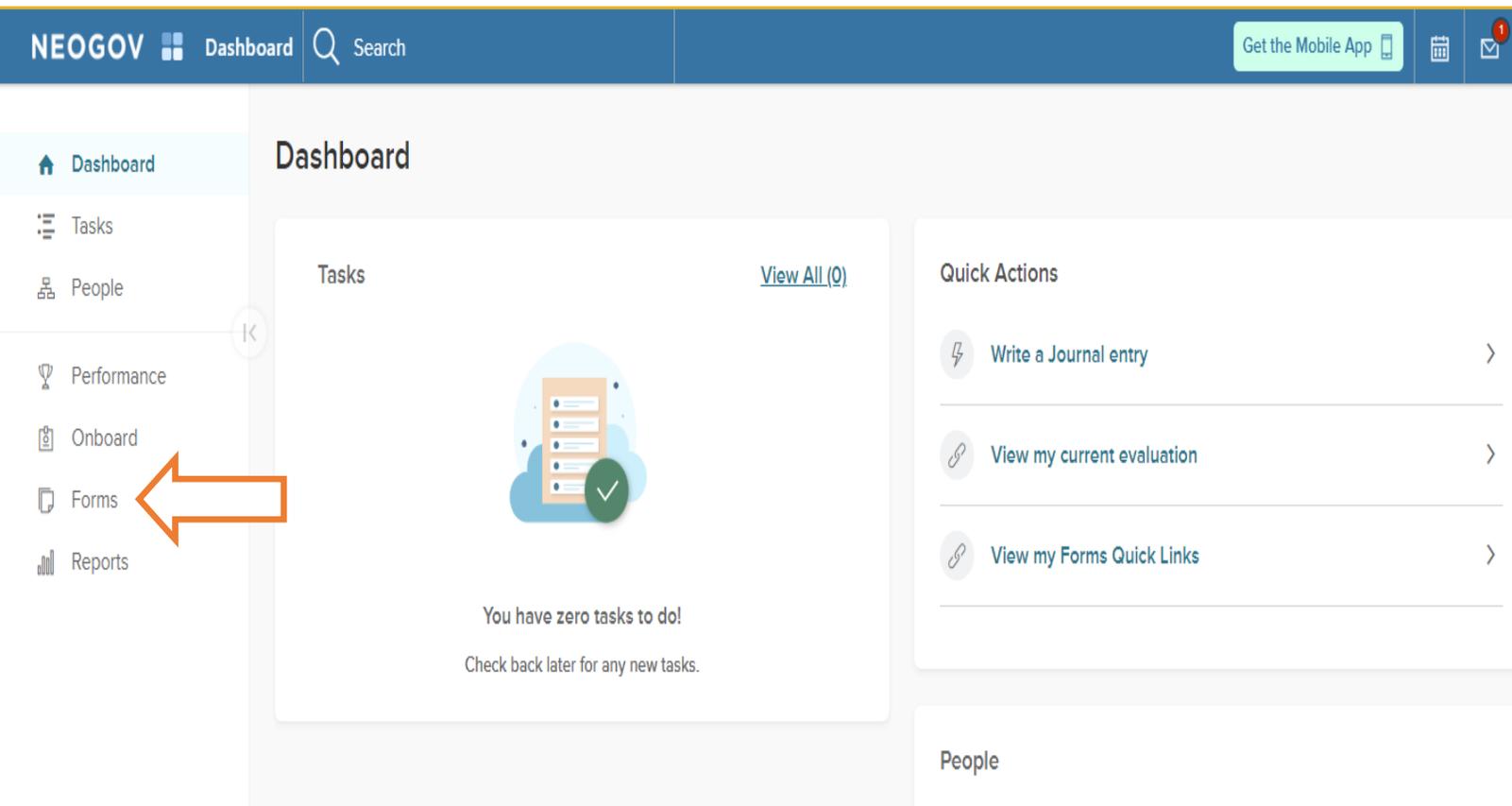


NEOGOV Open Enrollment Quick User Guide – How to Access 2025 Enrollment Forms

1: Please sign into NEOGOV (<https://login.neogov.com/>) and navigate to your Dashboard. *If you are unable to sign into NEOGOV or do not remember your credentials, please submit an email to benefits@cityofsalem.net so that you can be sent a password reset email.*

2: Once on your dashboard, click on the Forms button on the left-hand quick links side, which will navigate you to the Forms page.



3: Once on the Forms page, on your right-hand side should be Quick Links – located there will be all the 2025 Open Enrollment Forms available to employees. Depending on which forms apply to you, click on a form to navigate to the Form & Begin Process.

Dashboard

Tasks

People

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Onboard

Forms

Reports

Forms

Overview My Forms & Processes (0)

My Tasks [View All](#)

You have zero tasks to do!
Check back later for any new tasks.

Quick Links [View All](#)

- [2025 Open Enrollment - Health Insurance Enrollment/Waiver/Change Form](#) >
- [2025 Open Enrollment - FSA Enrollment Form](#) >
- [2025 Open Enrollment - HSA Enrollment Form](#) >
- [2025 Open Enrollment - Health Insurance Coordination of Benefits Form](#) >
- [2025 Open Enrollment - Health Insurance Opt-Out Form](#) >

4: Once on the Process Forms page for the form selected, you will see a Start Process button on the right-hand side. Click the Start Process button to begin the electronic forms process and complete the form.

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QUICK LINKS PROCESS

2025 Open Enrollment - Health Insurance Enrollment/Waiver/Cha...

Start Process

OVERVIEW

Complete this form to enroll or waive health insurance coverage, add or cancel dependent coverage, or change medical, vision, and/or dental plans for 2025

TASKS

Task Name	Assignee
—	—