Get Ready to Enroll

Enroll with FlexOnline

Access the FlexOnline system during the Open Enrollment period from **November 2 to November 13, 2026**.

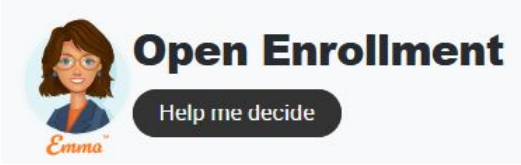
1. Go to **dartgo.org/benefits-oe**. Click on **ACCESS YOUR FLEXONLINE BENEFITS HERE**.



2. Enter your **Single Sign On** (SSO) ID and password. (HINT: This is the same ID and password you use for email.) If you have forgotten your ID or password, follow the instructions on the Web Authentication page to retrieve them.
3. Your enrollment window will be at the top of the screen. Click on the green **VISIT THE ENROLLMENT CENTER** button.



4. Review the **EMPLOYEE INFORMATION**. If needed, update your address at **employee.dartmouth.edu**. Please click **CONTINUE** to proceed with your enrollment.
5. Review and update your **FAMILY INFORMATION**. Please click **CONTINUE** to proceed with your enrollment.
6. Answer a few **QUESTIONS** about benefits eligibility, then click **CONTINUE**.
7. Use the **ASK EMMA** tool to help with the decision making process, and to learn more about each benefit.

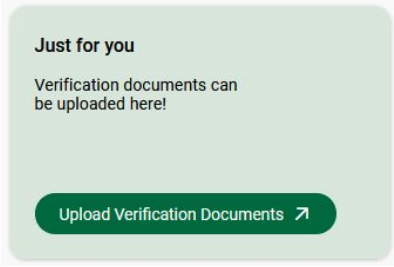


8. On the **ENROLLMENT** page, you will add/remove coverage, add/remove dependents from coverage, and/or change plans. When done, click **CONTINUE**.
9. Review and/or update your life insurance beneficiaries on the **BENEFICIARIES** page, then click **CONTINUE**.
10. Click the **I AGREE** box, then click the **COMPLETE ENROLLMENT** button.



If you do not COMPLETE the event, your elections will not be saved.

11. Once you receive the message that your enrollment is complete, your elections will be saved. **Please review your final elections carefully before submitting, and remember to print and/or save a copy for your records.**
12. Don't forget to upload your dependent verification documentation by clicking on the green **UPLOAD VERIFICATION DOCUMENTS** button and follow the instructions.



You may continue to log in and make changes to your 2027 elections until 11:59 p.m. on Friday, November 13, 2026. Changes cannot be made after November 13, 2026. Open enrollment is the only time outside of a qualifying event when you can make changes to plans and/or level of coverage. We encourage you to use this information to review and select the benefits that are the best for you and your family.