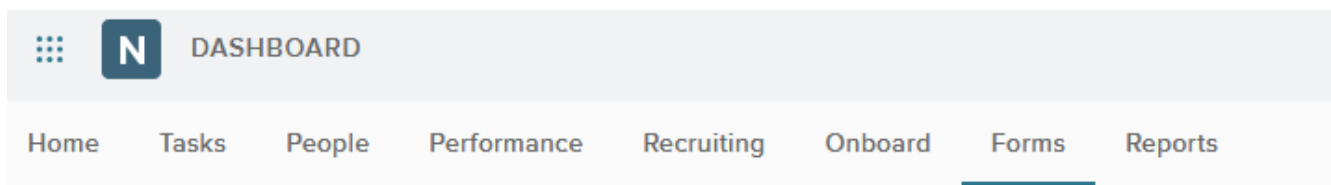


NEOGOV Open Enrollment Quick User Guide – How to Access Open Enrollment Forms

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 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 2026 Open Enrollment Forms available to employees. Depending on which forms apply to you, click on a form to navigate to the Form & Begin Process.

Quick Links

[View All](#)

2026 Open Enrollment - Flexible Spending Account (FSA) Enrollment Form



2026 Open Enrollment - Health Insurance Enrollment/Waiver/Change Form



2026 Open Enrollment - Health Insurance Coordination of Benefits Form



2026 Open Enrollment - Health Insurance Opt-Out Incentive Form



2026 Open Enrollment - Health Savings Account (HSA) Enrollment Form



- 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.

Forms

Overview My Forms & Processes (2) Documents My Team's Forms & Processes (28)

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QUICK LINKS PROCESS

2026 Open Enrollment - Health Insurance Enrollment/Waiver/Change Form

Start Process

TASKS

Task Name

Assignee

Employee Completes Open Enrollme...	Carrie Wagner
HR Reviews Open Enrollment Health L...	HR - Benefit
HR Finalizes Open Enrollment Health ...	HR - Benefit