Florida Tech Workday Job Aid
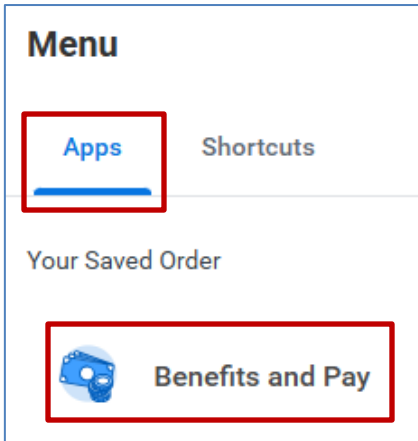## Editing Submitted Open Enrollment Event

Overview

Once you have submitted your open enrollment event, you can reopen the event and make changes up until the deadline. Below are the steps to locate the submitted event once it's left your inbox.

Steps

1. Navigate to the **Menu** at the top left corner next to the Florida Tech logo.
2. Select *Apps > Benefits and Pay*

3. You will see the Submitted Open Enrollment Event with an **Edit** button.
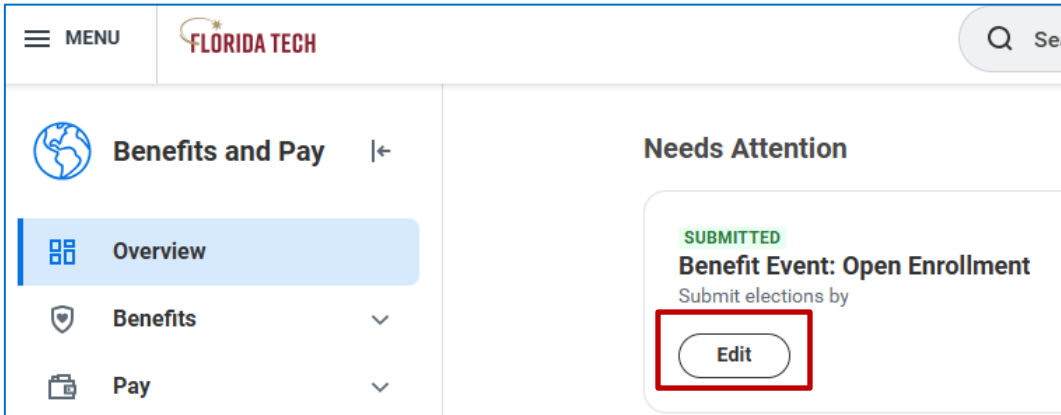
4. The "**Let's Get Started**" screen will show up to reenter the event.
5. Make any changes inside the benefit boxes.
6. Click **Review and Sign**
7. Review all your selections, check the "**I Accept**" box, and click **Submit**.
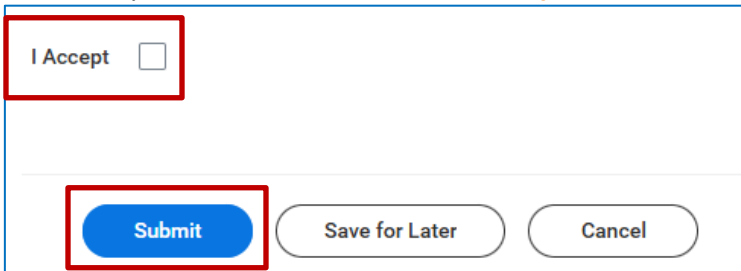
8. If you do not check the "**I Accept**" box and **Submit**, all changes will not be saved.