

Open Enrollment – Online Enrollment Instructions

Access Open Enrollment through the Payroll system:

https://www.mcoho.org/government/elected_officials/auditor/payroll/ee_signon.cfm

Your login credentials for Payroll are:

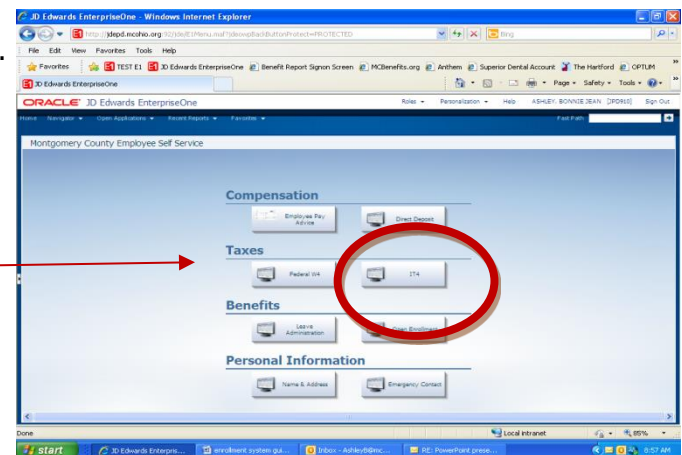
User ID = First 4 letters of your LAST Name and Last 4 digits of your SSN (Ex. AAAA1234)

Password = The same password you use to log in to see your Pay stub.

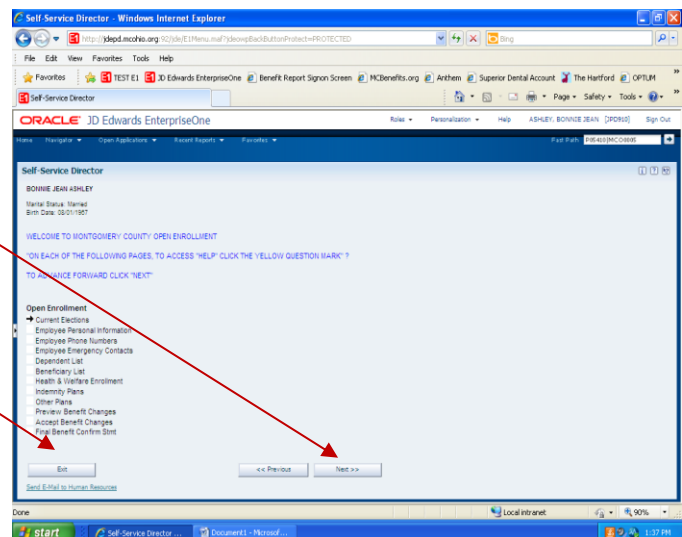
*If you are a first-time user, your password is the same as your User ID (you will be immediately prompted for a password reset upon initial login.

**If you have forgotten your password, contact Payroll at 937-225-4346 M-F 8am to 4pm and request a password reset.

Select Open Enrollment from the home page of the payroll screen.



The system will guide you through the enrollment process. Click "next" to move through the screens. You can also click "previous" to return to a previous screen. A link to email HR is available on each page of the enrollment system.



KEEP YOUR ENROLLMENT CONFIRMATION SHEET!