



The Member Portal →

How to review or make changes to completed elections

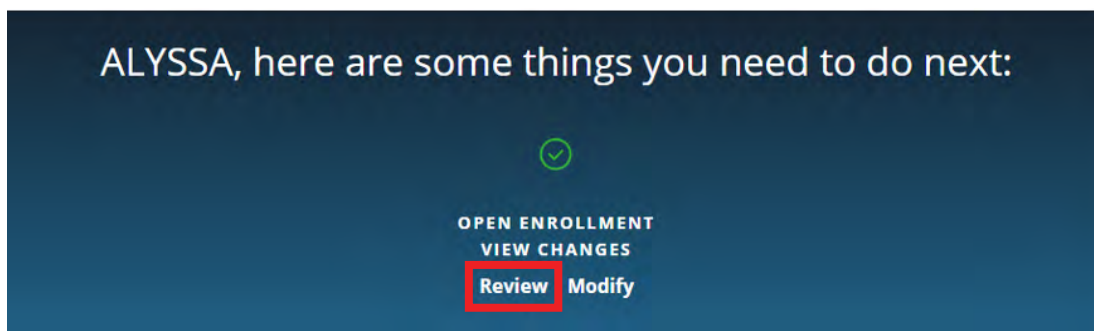
Review – The “Review” function takes you to the “Elections Review” page where you can see what you submitted. You cannot make changes here.

Modify – The “Modify” function takes you back into the enrollment process and you will need to complete each step and re-submit your choices. See details below.

Steps to review your elections:

The “Review” option will only show if you have previously completed your Open Enrollment elections.

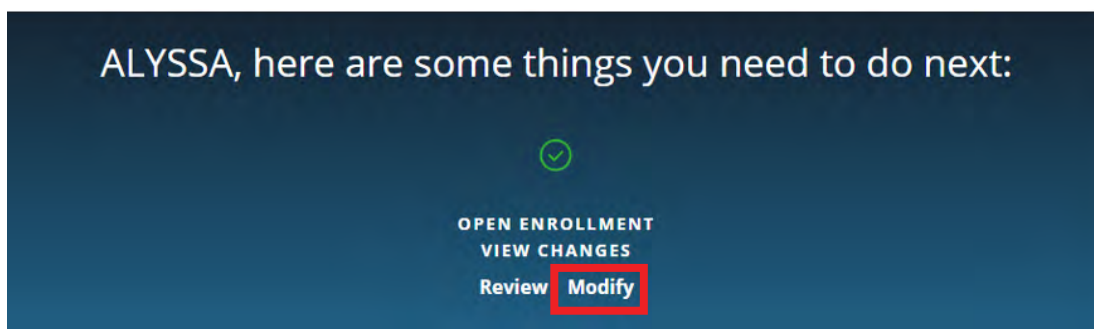
1. Click on “Review” in the Open Enrollment banner on your Member Portal home screen.



2. The “Elections Review” page will open, where you can view what you submitted. Note: This is a view-only experience and is recommended before you select “Modify,” which will then require you to re-submit all elections.

Steps to make changes to completed elections:

1. Click on “Modify” in the Open Enrollment banner on your Member Portal home screen.



2. If you click "Continue," your prior selections will be displayed and **you will need to complete the selection process again**, making any desired changes.

3. **IMPORTANT:** Even if you do not make any changes, you must click "**Complete**" to reach the Confirmation page. If you do not complete this step, your elections may revert to your prior year's selections.

Where can I find more information about using the online Member Portal?

Visit the Member Portal Help webpage at ConcordiaPlans.org/PortalHelp.

Who do I reach out to with additional questions?

Contact Concordia Plan Services via email at info@concordiaplans.org or call 888-927-7526.