



Open Enrollment is October 13th – October 29th

- _____ Have you reviewed Things You Need to Know about Open Enrollment?
- _____ Do you have your User ID and Password?

Navigating Open Enrollment



- _____ Check Open Enrollment Information Facts and Review 2022 Benefits Summary Book
- _____ Review 2022 Team Member Monthly Contribution Rate Sheet
- _____ Watch Benefits Overview Video

Getting Started

- _____ Review Current Benefit Elections
- _____ Review Getting Started section
- _____ Review Voluntary Benefits section
- _____ Check Life Insurance coverage



Adding or Changing Dependents? (No dependents – Skip this section)

- _____ Back up! Enroll Dependents First in Employee Self Service
- _____ First Time Enrollees? Give Marriage Certificate and Birth Certificates to Benefits Office
- _____ Enrolling a Spouse? Complete and Turn in Spousal Verification Form to Benefits Office (must be completed annually)



Time for a Tune Up?

- _____ How Do I Review Current Benefits?
- _____ Did you Check Your Beneficiaries?
- _____ Do I Need to Enroll for 2022 Benefits? If so, check the Enrolling for Benefits Directions.
- _____ Check Medical Spending and Health Savings Accounts (MSA, HSA, DSA)



Need Help?

User Name and Password – Call 205-4357

Assistance to Enroll Remotely – Call 205-6740 or Phone Assistance for Benefit Questions – Call 205-6016



Stop for Safety Check

If you enrolled for 2022 benefits, make sure you print your 2022 enrollment summary. Keep it to compare with your first paycheck in 2022. *Want to help others by making a donation to the Gary Olson Employee Crisis Fund? (please check, if interested) Donate \$5.00 _____ or pick an amount \$_____. Deduction will be on the 11/24/21 paycheck. Frequency of deduction – One Time _____ or Every Pay Period _____ Sign here _____*

You're All Set! Turn in your completed form by **November 2, 2021** to be entered for prize drawings.

NAME _____ EMP # _____ PHONE # _____

Prizes include Ring Video Doorbell, Amazon Echo 4th Generation or Amazon Fire 7" tablet. Drop off box outside HR, 230 SMOB.