

Open Enrollment Wizard 2019

Quick Tips to Remember:

- If you want to add a dependent that has never had coverage, contact Human Resources at 533-2245. (see list of documents needed to add)
- If you are dropping any plan with dependent coverage, make sure that all the dependents enrolled in that plan are de-selected.
- If you are changing plans, you need to uncheck the elect option for the old plan and uncheck dependents from the old plan.
- If you are selecting a new plan with dependent or family coverage, be sure to check all dependents that are moving to the new plan. **(NOT Checked NOT Covered)**
- If you are adding a new plan with dependent or family coverage, select each covered dependent on the dependents tab, if the dependent you want to cover IS NOT listed, contact Human Resources at 533-2245.
- **Medical and Dependent Care Flexible Spending accounts must be selected each year. If you are electing either plan, make sure you enter a deduction amount on the Deduction Amount tab. The minimum amount for either plan is \$25.00, which is an annual amount of \$600.00. The maximum for Medical is \$TBA (To Be Announced) annually and the maximum for Dependent Care is \$5,000.00.**
- You can only drop Short Term Disability during Open Enrollment. If you wish to drop or add Short Term Disability, contact Human Resources at 533-2245.
- Use the “Next” button to move from plan to plan. You have not completed the OE wizard until you have clicked “OK” on the last screen.
- If you need step-by-step instructions for the Open Enrollment Wizard, please refer to the document attached.
- The selections you make are effective 01/01/2019.