

Top 5 Open Enrollment Frequently Asked Questions



1

What is Open Enrollment?

Open Enrollment is your once-a-year opportunity to enroll in benefits, make changes to your plans, add or remove dependents, or waive coverage.



2

How can I prepare for Open Enrollment?

Review your current benefits to determine whether you will need more, or less, coverage next year. Consider your plan options, health concerns, dependents' needs, and coverage costs so you'll be ready to make informed decisions.



3

What information do I need to enroll my dependents?

You must provide their full legal name, Social Security number, and date of birth. You may also be required to submit documentation, such as a marriage or birth certificate, to verify their eligibility.



4

What happens if I don't enroll in benefits by the deadline?

If you do not enroll when you are eligible, you will not have coverage during the plan year, except for company-provided benefits, such as Basic Life insurance and the Employee Assistance Program.



5

I missed my enrollment window. When do I get another chance?

You must wait until the next Open Enrollment to make changes or enroll in coverage, unless you experience a qualifying life event during the year, such as a marriage or the birth of a child.

