

Annual Benefits Enrollment **CHECKLIST**

What to do before, during, and after enrollment

Annual Benefits Enrollment is **Wednesday, October 18 - Thursday, November 2, 2023**. Use this checklist to select the best plan for you and your family.

Read about all changes in our 2024 *What's Changing Summary*, found in the [US Benefits group](#).

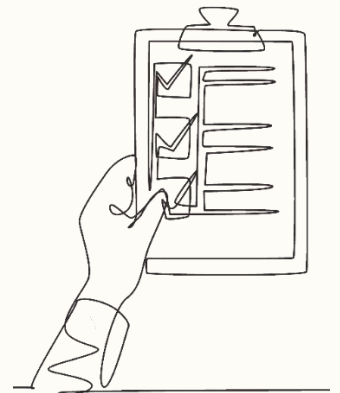
PRE-ENROLLMENT

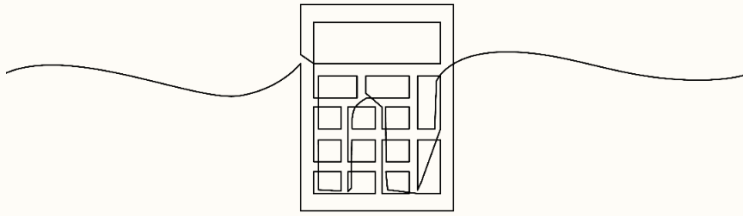
Assess your needs

- Think through what procedures, medications, care, etc. your family may need in the next year.
- Consider if you need [supplemental medical benefits](#), like critical illness and hospital indemnity.

Evaluate your options

- Visit the Make It Yours (MIY) site to view your plan and coverage level options: [MIY](#) and [MIY Hawaii](#).
 - Determine what coverage level you need and how much you want to pay out of pocket.
 - Take note of your **total plan costs**, not just the amount coming out of your paycheck.
 - Check if plans offer **telemedicine**- it can be more cost effective than office visits.
- Verify your **doctors are in-network** and **prescription drugs are covered** in the plan and coverage you choose.
 - In addition to verifying your doctors are covered on the MIY site, you can call your doctor's office to confirm.
- Explore [Your Carrier Connection](#) to see what well-being programs and support each insurance carrier offers.
 - For example, United Healthcare offers access to Self Care by AbleTo, a tool to help you boost your emotional well-being through the latest self-care techniques, coping tools, meditations, and more, at no additional cost to you.





Benefits Cost Tool

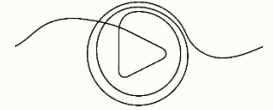
Use this tool to preview your 2024 paycheck costs based on your zip code, family size, and full-time/part-time status for each plan type and carrier.

ENROLLMENT

(starts October 18)

- Log in to the [My Health Benefits Portal](#) to make your elections by November 2
 - You can enroll in medical, vision, and dental insurance at this time, in addition to other voluntary benefits.
 - Look at **ALL** your options before deciding to remain with your current carrier!
- Enroll in your [Flexible Spending Account \(FSA\) or Health Savings Account \(HSA\)](#), if eligible. 2023 elections do not carry over.

Note: *If you don't make an election or opt out of your current elections, your current healthcare elections will carry over to 2024 if available, but at new contribution rates. Spending account elections will not carry over.*



Watch [this video](#) to learn how the Help Me Choose Tool on the [My Health Benefits Portal](#) can help you find the best coverage for you

POST-ENROLLMENT

- Submit your documents for dependent verification
 - You'll receive instructions to submit documentation to confirm dependent status for new dependents and/or dependents not previously verified within 60 days of your election. Your dependent will be dropped from coverage if you don't submit the documentation.
- Review your summary of benefits and coverage
 - Once you're enrolled, create an account on your carrier's website. There you'll find more details on your plan's coverage.



Need support?

Contact the My Health Benefits Center at **833-692-6387 (833-MYBNFTS)** for general benefits/enrollment inquiries.

Contact your [Advocacy HealthPro](#) at **866-300-6530** or email AlightHealthPro@alight.com for help understanding and using our health benefits.