

## 2020 Open Enrollment Checklist

The Benefits & Wellness staff asks that all full time employees log into the PlanSource website (URL: <https://benefits.plansource.com>) starting Nov. 11 to review and confirm that all employee, spouse and dependent information is accurate and up-to-date. A schedule of the “Help Me” sessions is available on INET and gives employees opportunity to meet with a member of the benefits team. If you are not making any insurance changes this year, please log into the PlanSource site to confirm. If you are enrolled in the Flexible Spending Accounts or Health Savings Accounts you must log into the PlanSource and re-enroll for the 2020 year. Life insurance and beneficiary changes can also be made by employees in the PlanSource site.

Here are some steps to follow to ensure a successful open enrollment:

- ┌ Log into the PlanSource website and review your current elections.
- ┌ Be sure that spouse and/or children that you enroll in the chosen benefits have the correct name spelling, date of birth, and Social Security number in the PlanSource site.
- ┌ Carefully review the open enrollment information on INET. Consider any changes you wish to make.
- ┌ We welcome and encourage that you attend one of the “Help Me” sessions if you need assistance navigating through the PlanSource site.
- ┌ For those who wish to continue FSAs or HSAs, please re-enroll on the PlanSource website for 2020. Re-enrollment *must* be done every year for this.
- ┌ If you are adding a dependent for the first time be sure to turn in dependent eligibility documents.
- ┌ Make sure you have completed your desired changes and confirmed your elections in the PlanSource site by no later than 11:59 P.M. (CT) on Saturday, November 30, 2019.