

Open Enrollment April 30 - May 13, 2019

Checklist for Employees

Welcome to Open Enrollment! Each year, benefit eligible employees complete an ACTIVE Open Enrollment (OE), meaning you must make elections through www.myenroll.com. The only time outside of Open Enrollment that employees can add/drop or make changes to their coverage is when a qualifying event is experienced such as a marriage/divorce, birth/adoption, loss/gain of eligibility, loss of other coverage, etc. and the change is made in MyEnroll within **30 days** of that qualifying event.

Steps to complete the Open Enrollment process:

Step 1: Review *2019 –2020 Enrollment Guide*. This guide plus resources at <https://benefits.catholiccincinnati.org> can help you decide what level of protection best meets your needs and to ensure a smooth enrollment process.

Step 2: Gather proof documents for **new** dependents, scan and save the documents to your desktop as one PDF per dependent. *

Step 3: Enroll by logging on to www.myenroll.com using your user ID and password. **

- Elect benefits for plan year 7/1/2019 - 6/30/2020.
- If needed, you'll be prompted to submit the necessary proof documents for **new** dependents.
- If applicable, complete and submit the *Evidence of Insurability* form directly to The Standard Insurance Company for increases to your Supplemental Life coverage for you and your eligible dependents.
- Review/update your life insurance beneficiaries.
- If your name spelling, address, or telephone number needs updating, please let your Business Manager know to update in Paycor system. The next Paycor data file will then correct the information in MyEnroll which subsequently updates Anthem/OptumRx/Dental Care.
- Review the Summary and Signature page and click Accept and Finalize.

Questions during OE, contact MyEnroll Customer Service Contact Information: 1.866.694.6423 or see your Business Manager.

* The Dependent Surcharge may apply for dependent coverage. You will be asked to complete an Affidavit of Spouse/Dependent Children Eligibility form. See page three (3) of the *2019 –2020 Enrollment Guide*.

**If you haven't previously logged into MyEnroll or forgot your username/password see enclosed instructions.

Reminder: This is a great time to review your 401(k) deferral election and beneficiaries at retire.53.com