**Open Enrollment Dates: 10/22/2018 to 11/2/2018**

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| **Action Item** | **Yes** | **No** | **N/A or**  **Not Enrolled** |
| 1. Review Open Enrollment information on the [Employee Benefits Website](http://benefits.cf.edu/enrollment/open-enroll-health.htm) & [CF Insider](http://cfinsider.org/). |  |  |  |
| 1. Add to your calendar a listing of all events taking place during Open Enrollment (See [Employee Benefits Website](http://benefits.cf.edu/enrollment/open-enroll-health.htm) for dates/times/locations). Events include: |  |  |  |
| * Open Computer Labs in OPD for FBMC enrollment assistance. (RSVP required) |  |  |  |
| * Custom Benefits Representatives on Campus for enrollment assistance or questions. |  |  |  |
| * Ameritas Representatives on Campus for questions related to dental/vision. |  |  |  |
| * Employee Meeting – Florida Blue Representatives on Campus. (RSVP required) |  |  |  |
| 1. Access the [FBMC Enrollment Site](https://bmc.myfbmc.com) to: | | | |
| * Enroll in or make changes to Health Insurance or DV Plan. * Enroll in or make changes to Life Insurance. * Enroll in or make changes to Dental Insurance. * Enroll in or make changes to Vision Insurance. * Update Beneficiary Information. * Print the enrollment confirmation page.  Complete each step of the enrollment process by selecting a benefit (press “Select”) and then saving your selection (Press “Save”) before moving on to the next page of the enrollment site; Enrollment is confirmed when you see a confirmation page. |  |  |  |
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| *\*Enrollment is not mandatory unless you are making plan changes or adding dependents. However, we strongly encourage all employees to access the FBMC enrollment site to confirm current benefits, and review/update beneficiary information if necessary. If you choose to take no action, your current benefits will roll over to the new plan year.* | | | |
| 1. If enrolling or remaining in the H.S.A. health plan and you wish to contribute additional funds to your H.S.A. account: | | | |
| * Complete and submit to HR by 11/2/18: [HSA Payroll Deduction Form](https://inside.cf.edu/forms/Employee_HSA_Payroll_Deduction_Form.pdf) |  |  |  |
| 1. If adding **NEW** dependents to insurance, submit Dependent Verification Documents to HR by 11/2/18: | | | |
| * [**Certificate of Dependent Eligibility Attestation**](http://benefits.cf.edu/enrollment/Certificate%20of%20Dependent%20Eligibility%20Attestation.docx) |  |  |  |
| * Copies of required documents (listed on[**Dependent Verification Documentation Chart**](http://benefits.cf.edu/enrollment/Dependent%20Verification%20Documentation%20Chart.docx)) |  |  |  |
| * If dependent is a Domestic Partner, complete: [**Affidavit of Domestic Partnership**](http://benefits.cf.edu/enrollment/AffidavitDomesticPartnership.pdf) |  |  |  |
| 1. If enrolling in Life insurance for the first time OR increasing coverage level of existing life insurance: | | | |
| * Complete and submit to HR by 11/2/18: [Evidence of Insurability Form](http://benefits.cf.edu/enrollment/UNUM_Evidence_of_Insurability.pdf) |  |  |  |
| 1. Transfer your prescriptions to an in-network pharmacy if you currently have them at a CVS owned pharmacy (CVS/Target). Click [HERE](http://benefits.cf.edu/health_insurance/touch%202_on%20anniv_flier_performance%20network.pdf) for more information. |  |  |  |
| 1. Enroll in the Flexible Spending Account (FSA) - Learn more [HERE](http://benefits.cf.edu/fsa.htm): | | | |
| * First Time Enrollees: Enroll via paper enrollment with Custom Benefits or HR |  |  |  |
| * Current enrollees or employees who have participated in the plan previously must re-enroll online at [www.myflexonline.com](http://www.myflexonline.com) |  |  |  |
| *\*Employees who enroll in the FSA will not be eligible to enroll in the Health Savings Account (H.S.A.) plan per H.S.A. guidelines.* | | | |
| 1. Enroll in Voluntary Benefits with Custom Benefits (Short/Long Term Disability; Cancer Insurance; Medi-Gap Plan): | | | |
| * First Time Enrollees: Paper enrollment with Custom Benefits. * Current enrollees do not have to re-enroll unless you are making changes. |  |  |  |

Full details about plans, rates, employee events and enrollment instructions can be found on [the Employee Benefits Website](http://benefits.cf.edu/enrollment/open-enroll-health.htm) or visit the [CF Insider](http://cfinsider.org/) to see the Open Enrollment broadcast message.