

Open Enrollment Checklist – College of Central Florida | 2019

Open Enrollment Dates: 10/21/2019 to 11/1/2019

Action Item	Yes	No	N/A or Not Enrolled
1. Review Open Enrollment information on the Employee Benefits Website & CF Insider .			
2. Add to your calendar a listing of all events taking place during Open Enrollment (See Employee Benefits Website 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.			
• Employee Meeting – Florida Blue Representatives on Campus. (RSVP required)			
3. Access the FBMC Enrollment Site to:			
• Enroll in or make changes to Health Insurance or DV Plan.			
• Enroll in or make changes to Life Insurance. <i>New Dependent Life Options Available</i>			
• Enroll in or make changes to Dental and 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.			
<i>*Enrollment is <u>not</u> 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.</i>			
4. 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 11/1/19: HSA Payroll Deduction Form			
5. If adding NEW dependents to insurance, submit Dependent Verification Documents to HR by 11/1/19:			
• Certificate of Dependent Eligibility Attestation			
• Copies of required documents (listed on Dependent Verification Documentation Chart)			
• If dependent is a Domestic Partner, complete: Affidavit of Domestic Partnership			
6. If enrolling in Supplemental Life insurance for an amount of \$200,000 or more:			
• Complete an Evidence of Insurability Form by 11/1/19 and submit to Human Resources			
<i>New: CF's life insurance provider has changed from UNUM to The Standard Effective 1/1/20: Enrollment in supplemental life insurance (or an increase of current amount up to \$200K) during open enrollment period is guaranteed issue – no medical underwriting or Evidence of Insurability form required. Current life insurance options will roll over to the new provider if you take no action during the open enrollment period.</i>			
7. Enroll in the Flexible Spending Account (FSA) - Learn more HERE :			
• First Time Enrollees: Enroll via paper enrollment with Custom Benefits or HR			
• Current enrollees or employees who have participated in the plan previously <u>must re-enroll</u> online at www.myflexonline.com			
<i>*Employees who enroll in the FSA will <u>not</u> be eligible to enroll in the Health Savings Account (H.S.A.) plan per H.S.A. guidelines.</i>			
8. 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 <u>not</u> 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 or visit the CF Insider to see the Open Enrollment broadcast message.			