

EASY ENROLLMENT TIPS

TIME TO ★ ENROLL ★

BENEFITS OPEN ENROLLMENT

OCTOBER 3 - NOVEMBER 18

Open
Enrollment
is
HERE!

Open Enrollment

What you need to know about Open Enrollment:

- ✓ Open Enrollment Is Your Opportunity to Elect or Waive: Medical, Dental, Vision, Supplemental Life Insurance, Disability, Cafeteria Plan, Or Participate in Flexible Spending Accounts (FSA-Medical Only)
- ✓ Sign-Ups will be done at your work location
- ✓ All employees will be required to attend an open enrollment one-on-one session at your work location.
- ✓ Benefits elections will be effective Jan. 1, 2017

Be A Pro!

Know Before You Go:

- ✓ Ask questions about how the benefit(s) works
- ✓ Ask about pre-existing conditions and limitations
- ✓ Ask about any exclusions
- ✓ Ask if the benefit(s) offsets with other sources of income

What Will You Need?

You will need the following information to enroll each dependent (Child or Spouse):

- ✓ Name (First and Last)
- ✓ Relationship (son, daughter, spouse, etc.)
- ✓ Date of Birth, Gender, Social Security Card or Number
- ✓ Birth Certificate (For First Time Child Enrollment)
- ✓ Proof of Marriage (Marriage Certificate)
- ✓ Disability Status (only if applicable)

A dependent is a person in relation to you by:
Blood, marriage, or a legally mandated dependent

**Please review your dependent information thoroughly.
You are responsible for keeping this information current.**

HEALTHCARE (SHBP) OPEN ENROLLMENT DATES: OCTOBER 17 - NOVEMBER 4

VISIT → www.myshbpga.adp.com for complete details

Questions?

Contact RCSS Benefits Office 706.826.1104