



August 1, 2017

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What's the BIG news?

Open Enrollment is available **NOW through August 18th**. Open Enrollment is the **ONE time each year** where you can enroll in or make any/all changes you wish to your current medical/dental plan elections, as well as enroll in a new Flexible Spending Account (FSA) for next year. **Remember: you have to enroll annually in an FSA if you want to participate!** Any changes you make during Open Enrollment will not go into effect until the start of the new plan year (September 1st for the FSA and October 1st for medical/dental).

ALL benefits-eligible employees **SHOULD** access their Open Enrollment site **ANNUALLY** ***Why?...***

- It helps us ensure the accuracy of your information for tax reporting purposes
- It gives you the opportunity to review your current plan elections and make changes if needed
- It gives you the opportunity to review your dependent coverage and make corrections if needed

Please log in and confirm that your information is correct (legal names of you and your dependents, SSNs, birth dates, address, etc., as applicable). Remember to hit the **CONFIRM** button at the end to save any changes you might have made and verify that you have reviewed your information!

What happens if you don't log in?

- If you're currently on our medical plan, you'll remain on the same plan next year
- If you're currently on our dental plan, you'll remain on the same plan next year
- You will not be able to contribute to an FSA (Flexible Spending Account) next year
- Any incorrect information you may have (dependents covered, SSNs, DOBs, etc.) will remain uncorrected

*What **CAN** you do in the online Open Enrollment System?*

- Change your contact information (address, phone, email)
- Elect, change, cancel medical/dental coverage
- Enroll in an FSA next year (you must enroll annually if you wish to contribute next year, even if you have rollover funds from the current plan year)
- Add, drop, confirm/update dependent information

*What **can't** you do in the online Open Enrollment system?*

- Change your name*
- Enroll in Sick Leave Bank*
- Enroll in any of our optional life insurance or long-term disability coverages*
- Change your federal or state tax withholding*
- "County spouse" couples may need special assistance with their elections*

*contact HR for guidance (434-296-5827)

***Where can you find the Online Open Enrollment system?
Right HERE***

Helpful tips for a quick and easy Online Open Enrollment System experience!

Accessing the system:

- Read the directions and check the box indicating that you've done so (because *of course* you have!)
- Enter your last name as *it appears on your paystub*
- Enter the last **FIVE** (not four!) digits of your SSN
- **DO NOT** enter a password *unless you've already visited the online Open Enrollment system this month*. If this is your first time visiting the online OE system this year, follow the steps above and hit the "log in" button; you'll be prompted to create a password at that time.
- If you've already been in this month, but forgot your password, do the above steps and then hit the "forgot password" button. The system will email you your password. **MAGIC!**

Once you're in:

- Be sure that the tier of coverage you've selected matches the number of dependents you have listed (e.g., if you elected family medical coverage, but you haven't added any dependents, the system won't let you save your changes)
- Don't forget to hit the confirm button to save your changes! If you don't see a confirmation screen that prompts you to email or print your confirmation, you didn't successfully save your changes. REVIEW YOUR CONFIRMATION CAREFULLY and log back in if you see errors.
- You can go in as many times as you want to before the system shuts down at midnight on August 18th!


How can I learn more about my options for next year?

We have one handy location for all things Open Enrollment! Visit

www.albemarle.org/openenrollmentinfo for:

- A link to the online Open Enrollment system
- A link to a recorded info session where you can watch/listen as I guide you through our medical options for next year
- Links to Anthem educational materials
- Rates and plan offerings for next year
- Days/times/locations for Open Enrollment walk-in assistance and one on one appointment scheduling
- And so much more.....

Human Resources staff are available to answer questions and help you through this process! Please don't hesitate to contact us if you need assistance (434-296-5827)



For more information about your employee benefits, our web pages are always available when you are at:

<http://www.albemarle.org/department.asp?department=hr&relpage=3553>