

201X BENEFITS

It's Time for Open Enrollment! November 30 - December 15



This is your once-a-year opportunity to make changes to your benefits, without a Qualifying Event. During this Open Enrollment period you can:

- ✓ Add, cancel, or change your coverage
- ✓ Add or remove eligible family members
- ✓ Enroll or re-enroll in the Health Care and/or Dependent Care Flexible Spending Accounts

Open Enrollment is **MANDATORY** this year, even if you are not making any changes. All employees are required to enroll by the deadline to have any benefits in 201X. Your 201X elections will **NOT** roll over. To learn more and make your benefit elections, log in to: www.BenefitsWebsite.com.

What's New / What's Changing:

Benefit Coverage:

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WHAT YOU NEED TO DO:

STEP 1:

STEP 2:

STEP 3:

DON'T FORGET!
The deadline to enroll
is Friday, Dec. 15



LOGO PLACEMENT

OPEN ENROLLMENT MEETINGS

Please make every effort to attend an on-site Open Enrollment meeting to understand what action you must take, as well as changes we're making to our benefits program for the next plan year.

Date	Time	Location
MM/DD	XX:XX a.m./p.m. - XX:XX a.m./p.m.	Site A
MM/DD	XX:XX a.m./p.m. - XX:XX a.m./p.m.	Site B
MM/DD	XX:XX a.m./p.m. - XX:XX a.m./p.m.	Site C
MM/DD	XX:XX a.m./p.m. - XX:XX a.m./p.m.	Site D