

open enrollment

2023 HIGHLIGHTS

2023 Open Enrollment is **FEBRUARY 7TH – FEBRUARY 14TH**

This year, we are holding an **ACTIVE** Open Enrollment. This means you must enroll in/waive all benefit options for the upcoming Plan Year no later than Friday, February 14, 2023 or you **WILL NOT HAVE COVERAGE** effective March 1, 2023.



ATTEND A MEETING FOR MORE INFORMATION!

Please join us for one of the following Open Enrollment meetings to learn more about the benefits available to you. Representatives from Human Resources will be available for assistance.

DATE	TIME	LOCATION
Monday, February 10 th	12:30 PM – 1:30 PM	[[Client Name]] Boardroom
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2023 PLAN HIGHLIGHTS & ENROLLMENT INSTRUCTIONS

WHAT'S STAYING THE SAME?

- We will be staying with CIGNA for Medical and Dental, and there will be no plan design changes.
- Our Vision plan will remain with VSP, and there will be no plan design changes.
- Life and Disability will also continue to be offered by Cigna.

WHAT'S NEW IN 2023 - 2024?

- [[Client Name]] will now be offering new Voluntary Hospital Indemnity and Voluntary Accident plans through Cigna.
- Our Wellness partner will transition to US Wellness.
 - We will have one change to our Wellness program in 2023. All employees with spouses enrolled on the medical plan must now accumulate 130 points to receive the incentive for the 2024-2025 plan year.
- For the Short Term disability plan there will be a decrease for the waiting period. The benefits will change from a 14-day waiting period to a 7-day waiting period.
- In 2023 we will also be offering an Identity Theft Protection and Credit Monitoring Insurance with Countrywide Prepaid Legal Services (Diamond Plan).

HOW TO ENROLL ONLINE

Benefit elections can only be made through UltiPro. Emails and voicemails with election information will **not** be accepted or processed. Review your plan options and costs and make your benefit plan elections by logging into UltiPro. Follow the instructions below:

1. Visit UltiPro by clicking the link on the [[Client Name]] website.
2. The UltiPro user name is your [[Client Name]] email address. Passwords can be reset by contacting your Human Resources Business Partner. The default password will be the employee's date of birth in the MMDDYYYY format.
3. Select the "Menu" tab in the top left of the UltiPro home page to display all of the UltiPro modules.
4. Click on "Open Enrollment". Click on the icon in the top right corner to see current benefit elections. Each benefit will have an individual tab. Once the election is made, an employee can advance by clicking on the "Right Arrow - Next" icon. See the screenshot below.
5. Once all elections are made, click on the "Submit" icon.



ADDITIONAL BENEFIT RESOURCES

BENEPORTAL

At [[Client Name]], you have access to a full range of valuable employee programs and are able to review your current benefit plan options online 24/7.

By using BenePortal, our online tool that houses our benefit program information, you can:

- Review medical prescription drug/ vision, dental, and life plan options
- Explore additional wellness and voluntary employee benefit programs available
- Find links to vendor resources and tools
- Download your benefits guide, detailed plan summaries, enrollment forms, etc.

Visit www.samplebenefitsportal.com to access your benefits information today!

MEMBER ADVOCACY

Member Advocacy, provided by our benefits consultant, Conner Strong & Buckelew, allows you to speak to a specially trained and licensed Client Service Associate who can assist with any questions you have regarding the benefits being offered during the 2023 Open Enrollment.

Following Open Enrollment, Member Advocacy can be used to help resolve any claim, billing, invoice, and ID card issues that you and your family may have. They can also help with any Dental, Vision, and Disability issues that may occur.

Call **800.563.9929**, Monday through Friday, 8:30 am to 5 pm (EST) or submit a request online at www.connerstrong.com/member-advocacy

