Your 2024 Open Enrollment Checklist

Use this checklist as a guide to ensure you are setting yourself up for success for the 2024 benefits plan year.

To learn more and access the resources detailed below, visit the Open Enrollment website at www.montgomerycountymd.gov/OE.

Step 1: Learn About Your Benefits Options.

☐ **Attend Plan-Specific Presentations.** Attend virtual presentation sessions hosted by each plan vendor. You will have an opportunity to address questions at the end. View the schedule and access meeting links on the "Events" page of the Open Enrollment website.

☐ **Watch Plan-Specific Pre-Recorded Presentations.** Unable to attend plan-specific webinar presentations? Pre-recorded educational sessions to help you to make informed decisions. The recordings are available 24/7 on the "Events" page of the Open Enrollment website.

☐ **Attend One of OHR's Virtual Presentations.** Not sure which medical plan is right for you? Interested in learning more about how you can save money by participating in a Flexible Spending Account (FSA)? Unsure how to complete your elections in self-service? Join a virtual presentation to learn more. View the schedule and access meeting links on the "Events" page of the Open Enrollment website.

☐ **Review Informational Resources and Tools.** On the "Plan Resources" page of the Open Enrollment website, you can find links to the 2024 Open Enrollment Guide (also mailed to your home), 2024 plan rates, vendor-specific resources, plan comparison charts, and useful tools like the Life Insurance Needs Estimator and the FSA Tax Savings Calculator.

Step 2: Get the Answers to Your Questions.

☐ **Sign Up for a 10-Minute 1:1 Q&A Session with OHR.** Back by popular demand! OHR is offering 10-minute one-on-one virtual meetings every Tuesday and Thursday from 10 am – Noon and 1 – 3 pm each week throughout Open Enrollment. Address your Open Enrollment related questions and concerns confidentially. Timeslots are limited. Advanced registration is required. View the schedule and sign-up on the "Events" page of the Open Enrollment website.

☐ **Attend OHR Virtual Office Hours.** OHR is offering weekly virtual Office Hours throughout Open Enrollment to address your Open Enrollment related questions and concerns. View the schedule and access meeting links on the "Events" page of the Open Enrollment website. Virtual Office Hours are held in a public virtual meeting. If your questions will reveal any personal PHI (protected health information) such as a chronic medical condition or name of your specific prescription drugs, please direct those questions to MC311 at 240-777-0311 to place a service request or sign up for a 1:1 session (above).

☐ **Participate in Benefit Plan Provider Q&A sessions**. This year, MCG's benefit plan providers will be available for a virtual benefit fair held via Zoom breakout rooms on Wednesday, October 18 from 11 am – 1 pm. Once you join the zoom meeting, you can go from room to room to ask MCG's insurance plan representatives your plan-specific questions. Pop in or out of the Q&A sessions anytime during the event. Access the meeting link on the "Events" page of the Open Enrollment website.

☐ **Review the Answers to Frequently-Asked-Questions (FAQs).** Commonly asked Open Enrollment questions and answers are available for you to read at your convenience on the "Open Enrollment FAQs" page on the Open Enrollment website. You can also search for your specific question using the interactive search bar.

Step 3: Make Your 2024 Benefits Elections.

- ☐ **Review Enrollment Instructions.** Before you begin making changes in Employee Self-Service (ESS), review the step-by-step written instructions and FAQ available on the "Plan Resources" page of the Open Enrollment website.

- ☐ **Make Enrollment Changes.** Visit the "Enroll Now" page on the Open Enrollment website when you are ready to submit your 2024 Open Enrollment elections online. All changes must be completed in ESS by 5 pm on October 27, 2023. You will need your single sign-on login information. Contact the IT Help Desk if you need assistance accessing your single sign-on login credentials.

  - ☐ **Check Your Flexible Spending Account (FSA) Elections** to be sure you select the type of FSA and contribution amount that you intended. When enrolling in a Child Care or Health Care FSA, enter the amount you wish to contribute for the entire year.

  - ☐ **Provide Proof of Dependent Eligibility for Newly Enrolled Dependents.** If you are enrolling new dependents, you will need to upload proof of eligibility in ESS before Open Enrollment ends at 5 pm October 27, 2023.

Step 4: Get Proof of Your 2024 Elections, Even If You Are Not Making Changes.

- ☐ **Download Your Confirmation Statement.** You must print/download your confirmation statement in ESS by 5 pm on October 27, 2023, even if you do not make changes. This will serve as your receipt. You will need your confirmation statement to make any corrections once Open Enrollment ends. To log into self-service benefits to print your confirmation statement, click on the "Enroll Now" page of the Open Enrollment website.

Step 5: Check Your County Email for Important Benefits Information During and After Open Enrollment.

- ☐ **Check Your Email Throughout Open Enrollment.** Remember to monitor your County email regularly during Open Enrollment (October 9 through October 27, 2023). This is how you will receive important Open Enrollment information and reminders from the OHR Health Insurance Team.

- ☐ **Check Your Email After Open Enrollment.** Continue to monitor your County email after Open Enrollment ends. This is how the OHR Health Insurance team will communicate important post-Open Enrollment updates, such as when to look out for ID cards, when you should expect to receive the MetLife Statement of Health (SOH) email to complete your SOH online (if you elected Optional Life insurance), reminders to use prior year FSA funds by the deadline, etc.