**Open Enrollment Dates: 10/25/2021 to 11/5/2021**

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| **Action Item** | **Yes** | **No** | **N/A or****Not Enrolled** |
| 1. Review Open Enrollment information on the [Employee Benefits Website](http://benefits.cf.edu/enrollment/open-enroll-health.htm) & [CF Insider](http://cfinsider.org/).
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| 1. View the recorded [benefits presentations](https://benefits.cf.edu/enrollment/open-enroll-health.htm) for Health Insurance, Health Savings Account, Life Insurance and Dental Insurance. ***There will not be in-person benefits meetings this year.***
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| 1. Access the [FBMC Enrollment Site](https://bmc.myfbmc.com) to:
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| * Enroll in or make changes to Health Insurance or DV Plan.
* Enroll in or make changes to Life Insurance. *Dependent Life Insurance Options Available*
* Enroll in or make changes to Dental and Vision Insurance.
* Use the Document Upload feature to submit Dependent Documents or EOI (Life Ins)
* Update Beneficiary Information.
* Print the enrollment confirmation page.**Instructions:**
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| 1. Log onto: <https://bmc.myfbmc.com>
2. If you are registered from last year and forgot your password, select “Forgot Password” and follow the prompts.
3. For New Users: Select “Register”
	1. Enter first name, last name, & Zip Code, then enter a user identification (SSN# or Employee ID)
	2. Enter email address (work email or personal email) – your email address will become your Username
	3. Follow the prompts to create a new password
	4. You will then receive an email with a validation code to activate your profile. Click the web link provided in the email to validate your registration. You will then be redirected to the log-in page to begin enrollment.
4. Continue with plan changes and/or elections, or confirm current benefits if you are not making any changes.
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| ***\*Enrollment is not mandatory unless you are making plan changes or adding dependents. Employees are encouraged to access FBMC to review/confirm current benefits and beneficiary information. If no action is taken, current benefits will roll over to the new plan year.*** |
| 1. If enrolling or remaining in the H.S.A. health plan and you wish to contribute additional funds to your H.S.A. account:
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| * Complete and submit to HR: [HSA Payroll Deduction Form](https://inside.cf.edu/forms/Employee_HSA_Payroll_Deduction_Form.pdf)
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| 1. If adding **NEW** dependents to insurance, submit required documents by 11/5/21 (Upload to FBMC or submit to HR):
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| * [Certificate of Dependent Eligibility Attestation](https://benefits.cf.edu/dependent_verification/Certificate%20of%20Dependent%20Eligibility%20Attestation.pdf)
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| * Copies of required documents (listed on[**Dependent Verification Documentation Chart**](https://benefits.cf.edu/dependent_verification/FCS%20DEV%20Initial%20NoticeFINAL%20DP.pdf))
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| * If dependent is a Domestic Partner, complete: [**Affidavit of Domestic Partnership**](https://benefits.cf.edu/enrollment/AffidavitDomesticPartnership.pdf)
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| 1. If enrolling in Supplemental Life insurance, increasing existing amount or if the amount requested is $200,000 or more:
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| * Option #1: Complete an [Evidence of Insurability Form](https://www.standard.com/eforms/12985.pdf) (EOI) by 11/5/21 and submit to HR
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| * Option #2: [Electronically submit the form](https://www.standard.com/mybenefits/mhs_ho.html) directly to the Standard and notify HR.
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| 1. Enroll in the Flexible Spending Account (FSA) - Learn more [HERE](http://benefits.cf.edu/fsa.htm):
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| * First Time Enrollees: Enroll via [paper enrollment](https://benefits.cf.edu/fsa/FSA%20Election%20form%20WITH%20card%20%20%242750%20HL.PDF) with Custom Benefits or HR
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| * Current enrollees or employees who have participated in the plan previously must re-enroll online at [http://eaglesbenefits.com](http://eaglesbenefits.com/)
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| *\*Employees who enroll in the FSA will not be eligible to enroll in the Health Savings Account (H.S.A.) plan per H.S.A. guidelines.* |
| 1. Enroll in Voluntary Benefits with Cornerstone Benefits (Short/Long Term Disability; Cancer Insurance; Medi-Gap Plan):
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| * First Time Enrollees: Paper enrollment with Cornerstone Benefits.
* Current enrollees do not have to re-enroll unless you are making changes.
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