**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/). |  |  |  |
| 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.*** |  |  |  |
| 1. Access the [FBMC Enrollment Site](https://bmc.myfbmc.com) to: | | | |
| * 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. | | | |
| ***\*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: | | | |
| * Complete and submit to HR: [HSA Payroll Deduction Form](https://inside.cf.edu/forms/Employee_HSA_Payroll_Deduction_Form.pdf) |  |  |  |
| 1. If adding **NEW** dependents to insurance, submit required documents by 11/5/21 (Upload to FBMC or submit to HR): | | | |
| * [Certificate of Dependent Eligibility Attestation](https://benefits.cf.edu/dependent_verification/Certificate%20of%20Dependent%20Eligibility%20Attestation.pdf) |  |  |  |
| * Copies of required documents (listed on[**Dependent Verification Documentation Chart**](https://benefits.cf.edu/dependent_verification/FCS%20DEV%20Initial%20NoticeFINAL%20DP.pdf)) |  |  |  |
| * If dependent is a Domestic Partner, complete: [**Affidavit of Domestic Partnership**](https://benefits.cf.edu/enrollment/AffidavitDomesticPartnership.pdf) |  |  |  |
| 1. If enrolling in Supplemental Life insurance, increasing existing amount or if the amount requested is $200,000 or more: | | | |
| * Option #1: Complete an [Evidence of Insurability Form](https://www.standard.com/eforms/12985.pdf) (EOI) by 11/5/21 and submit to HR |  |  |  |
| * Option #2: [Electronically submit the form](https://www.standard.com/mybenefits/mhs_ho.html) directly to the Standard and notify HR. |  |  |  |
| 1. Enroll in the Flexible Spending Account (FSA) - Learn more [HERE](http://benefits.cf.edu/fsa.htm): | | | |
| * First Time Enrollees: Enroll via [paper enrollment](https://benefits.cf.edu/fsa/FSA%20Election%20form%20WITH%20card%20%20$2750%20HL.PDF) with Custom Benefits or HR |  |  |  |
| * Current enrollees or employees who have participated in the plan previously must re-enroll online at [http://eaglesbenefits.com](http://eaglesbenefits.com/) |  |  |  |
| *\*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): | | | |
| * First Time Enrollees: Paper enrollment with Cornerstone Benefits. * Current enrollees do not have to re-enroll unless you are making changes. |  |  |  |