



HR USER OPEN ENROLLMENT RESOURCE

Employees will receive an email when open enrollment (OE) is open for them.

Dear [First Name],

[Company] is hosting their Open Enrollment. Open Enrollment is an annual event that allows you to make changes to existing benefits or elect new benefits for you and your family.

If this is your first time enrolling, you can register by accessing this [Registration URL] link. During the registration process, you will be required to enter personally identifying data as well as the following company identifier: [Company Identifier]

If you are already registered, start making changes to your insurance elections today through this [Login URL] link.

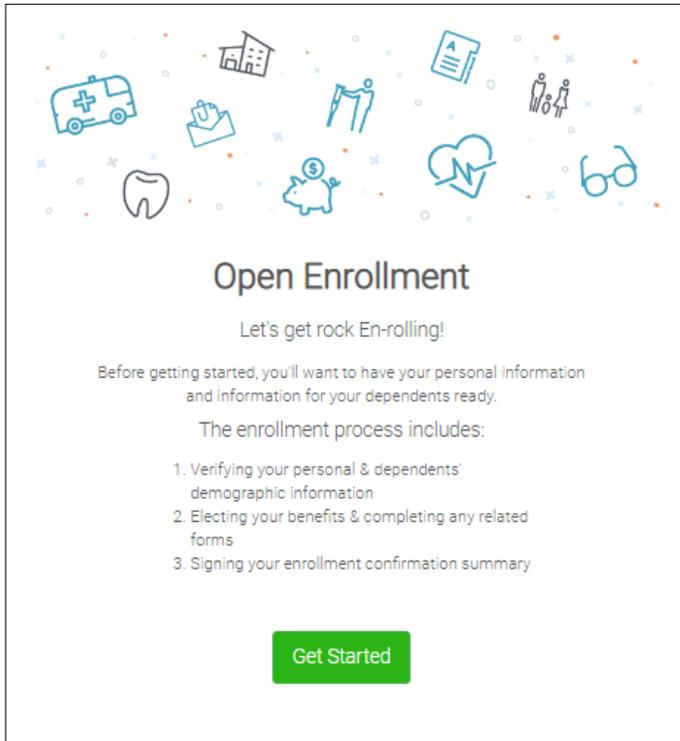
Thank you,
Your [Company] Benefits Team

****This is an automated email. Please do not reply.****

After logging in to the online enrollment tool, they will be greeted by a screen letting them know how long they have before OE closes.

The screenshot shows a dashboard with various icons representing different benefit categories: a hospital, a house, a document, a family, a piggy bank, a heart with an arrow, and glasses. On the right, it says 'You have 1 item to complete.' followed by a list item '1 Enroll in your benefits'. At the bottom left, it says 'Hello, Open Enrollment!', 'Grab a cup of coffee and let's get some work done.', and 'You have 26 days left to complete your open enrollment.' At the bottom right, there is a green button labeled 'Start Enrollment'.

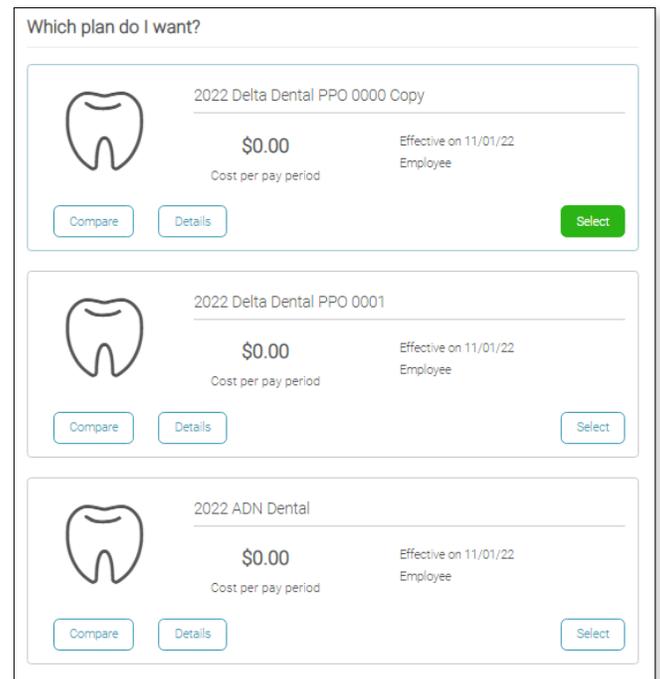
The following screen will instruct them of the steps involved in the enrollment process:



To complete OE, every screen of the enrollment flow needs to be reviewed.

We strongly recommend employees review their personal information (address, dates of birth, beneficiaries, etc.) as they go through the screens. Even if they do not want to make any changes, this will help confirm accuracy.

- Plans that allow dependents will give the option to add them.
- To elect the plan, just click Select.
- To waive a plan, click Don't want this benefit?



Plans that require an Evidence of Insurability form to be filled out for approval will have a button to download the form, which can be filled out and returned to HR.

Your requested benefit amount requires completing a set of health questions known as an Evidence of Insurability (EOI). Your HR or Benefits team will need to provide this form to you to complete.



Attention: Please reach out to your benefit administrator to receive your health question form

You have elected over the Guaranteed Issue amount for this plan.

Employee requested \$500,000 but is only pre-approved for \$0 pending approval amount is \$500,000

Your designated beneficiary cannot receive the pending amount until this form has been submitted to, and approved by, the carrier.

Employees will also receive a reminder email five days before the close of OE if they have yet to complete it.

Dear [Employee Name],

Don't forget! Open Enrollment is almost over and will end in [Days Remaining] days! This is your opportunity to enroll in new benefits or make changes to your existing benefits.

[Company] uses an online service for benefit enrollment through Employee Navigator. Please contact your HR department if you have any questions about this email or your benefits.

Thank you,
Your [Company] Benefits Team

This is an automatic email. Please do not reply.