Your Guide to Open Enrollment 2016

Health & Dental Insurance

If you are:

- **Not changing your current enrollment**
  
  - Complete Certification of Eligibility for Dependent Benefit Coverage Form if you currently cover a spouse, ex-spouse, or children
  
  - You do NOT need to complete the 2016 Health & Dental Form; your 2015 election will automatically be renewed

- **Enrolling for first time**
  
  - Complete 2016 Health & Dental Form:
    
    - Health: Choose Plan ⇒ Section 1
    - Dental: Choose Plan ⇒ Section 2
    - Complete enrollment for covered individuals ⇒ Section 3
    - Complete Certification of Eligibility for Dependent Benefit Coverage Form if you cover a spouse, ex-spouse, or children.

- **Changing your current enrollment**
  
  - Complete 2016 Health & Dental Form:
    
    - Health: Cancel enrollment or change to a different plan ⇒ Section 1
    - Dental: Cancel enrollment or change to a different plan ⇒ Section 2
    - If applicable, complete enrollment for covered individuals ⇒ Section 3
    - Complete Certification of Eligibility for Dependent Benefit Coverage Form if you cover a spouse, ex-spouse, or children.

Flexible Spending Accounts – Health Care, Dependent Care

If you are:

- **Not electing to establish either type of account for 2016**
  
  - No action required; 2015 account balances are available through February 2016

- **Electing one or both types of account** (Note: Accounts do NOT automatically renew from 2015)
  
  - Complete the appropriate section(s) of the 2016 Flexible Spending Account Form