

EMPLOYEE ENROLLMENT PREPARATION CHECKLIST

Use this checklist as your guide to help make sure you're ready
for your annual open enrollment!

- Have your Spouse and Dependent Information Ready**– Social Security Number and Date of Birth.

- Have your Designated Beneficiary Information Ready**– Date of Birth, Phone Number, State.

- Know your Login Username and Password**– Required to login and complete your annual open enrollment.

Username: _____

- The first six (6) characters of your last name, followed by the first letter of your first name, followed by the last four (4) digits of your Social Security Number.
- If you have six (6) or less characters in your last name, use your full last name, followed by the first letter of your first name, followed by the last four (4) digits of your Social Security Number.



Password: _____

Last Name (lowercase, excluding punctuation) followed by the last four (4) digits of your Social Security Number.



CALL CENTER INFORMATION

Number: (866) 914-5202

Hours: Monday - Friday 8:00 A.M. - 7:00 P.M. CST

Se Habla Español

LOGIN TO ENROLL



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