Checklist for Completing Your Open Enrollment Elections

Open Enrollment is April 18 at 8:00 am - May 13 at 5:00 pm

Before Open Enrollment:

- ❒ Visit www.maricopa.gov/benefits/oe1617.html to review the 2016-2017 benefit changes.
- ❒ Compare your benefit options to decide which ones are best for you.
- ❒ If enrolling in the Cigna HMO Plan, select a Primary Care Physician (PCP) before accessing the ADP Portal to make your elections.
  RESOURCE: www.cigna.com/cmgaz/doctor
- ❒ If enrolling in the Cigna Pre-Paid Dental Plan, select a Primary Care Dentist (PCD) before accessing the ADP Portal to make your elections.
  RESOURCE: www.cigna.com
- ❒ Call the Employee Benefits Division at 602.506.1010 with questions.

During Open Enrollment:

- ❒ Access the ADP Benefit Enrollment System at https://portal.adp.com
- ❒ Select the plans that are best for you.
- ❒ Add your dependents to each benefit option (medical, vision, dental.)
- ❒ Provide a Social Security Number for each covered dependent age one and older.
- ❒ Review and update your list of beneficiaries.
- ❒ Click the "**SUBMIT**" button to process your elections.
- ❒ Complete your elections by the due date: **May 13, 2016 at 5:00 pm**.
- ❒ Print a copy of your Confirmation Page for your records.
- ❒ Review the first of two Confirmation Statements you receive in the mail. Make last-minute changes or corrections by May 13, 2016 at 5:00 pm.

After Open Enrollment:

- ❒ If required, submit an Evidence of Insurability form for life insurance to ReliaStar Life Insurance Company.
- ❒ Review your final Confirmation Statement you receive in the mail to know which benefits you elected for Plan Year 2016-2017.
- ❒ If you added new dependents to coverage, respond by the due date to the Dependent Verification Letter you receive in the mail. Submit proof of your dependents' eligibility for coverage using the Cover Sheet provided.