

# Open Enrollment

April 15 - May 10, 2019  
Your benefits. Your choice.



## Open Enrollment Checklist

### Before Open Enrollment:

- Verify your address is correct in ADP
- Visit [www.maricopa.gov/1804/Open-Enrollment](http://www.maricopa.gov/1804/Open-Enrollment) to review the 2019-2020 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 making your elections at [www.cigna.com/cm gaz/doctor](http://www.cigna.com/cm gaz/doctor)
- If enrolling in the Cigna Pre-Paid Dental Plan, select a Primary Care Dentist (PCD) before making your elections at [www.cigna.com](http://www.cigna.com)
- Attend an Open Enrollment presentation
- Gather documentation (i.e., marriage certificate, birth certificate, most recent tax return) to submit for the Dependent Verification process to validate newly-added dependents\*
- Call the Employee Benefits Division at 602.506.1010 with questions

### During Open Enrollment:

- Access the BenefitSolver Enrollment System at [benefits.maricopa.gov](http://benefits.maricopa.gov)
- Make any plan changes you need for 2019-2020
- Select the contribution amount if you are electing a Flexible Spending Account or Health Savings Account
- Make sure your dependents are added 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
- Once you have reviewed your elections and they are accurate, click "Approve" and then select "I Agree" to submit your enrollment
- If applicable, upload documentation required for dependent verification for any newly-added dependents
- Complete your elections by **May 10, 2019 at 5:00 pm Arizona time**
- Print a copy of your Benefit Summary for your records

### After Open Enrollment:

- If you added new dependents to coverage and did not upload documentation at the time of enrollment, respond no later than **June 25, 2019**
- If required, submit an Evidence of Insurability form for life insurance to Securian Life Insurance
- Review your confirmation statement you receive in the mail to know which benefits you elected for Plan Year 2019-2020
- Failure to respond or provide sufficient proof of eligibility will result in your dependent(s) not being enrolled in coverage

\***Note:** Dependents who have previously been approved as eligible for coverage **AND** who had coverage (medical, vision, and/or dental) in Plan Year 2018-2019 will not be re-verified.