

## Benefits Open Enrollment Checklist

Plan	What You Want to Do	What You Need to Do
<b>Medical</b>	Keep the same plan or continue to waive coverage	<ul style="list-style-type: none"> <li>Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Submit proof of eligibility for each family member covered, if not already on file</li> <li>Contact Excellus BCBS in late December to add Primary Care Physician(s) for each family member (phone or web)</li> </ul>
	Change medical plans	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Contact Excellus BCBS in late December to make sure Primary Care Physician(s) is listed (phone or web)</li> </ul>
	Add a family member(s)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Submit proof of eligibility for each family member added, if not already on file</li> <li>Contact Excellus BCBS in late December to add Primary Care Physician (phone or web)</li> </ul>
	Remove a family member(s)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
<b>Dental</b>	Keep the same plan or continue to waive coverage	<ul style="list-style-type: none"> <li>Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Submit proof of eligibility for each family member covered, if not already on file</li> </ul>
	Add a family member(s)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Submit proof of eligibility for each family member added, if not already on file</li> </ul>
	Remove a family member(s)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
<b>Vision</b>	Keep the same plan or continue to waive coverage	<ul style="list-style-type: none"> <li>Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Submit proof of eligibility for each family member covered, if not already on file</li> </ul>
	Add a family member(s)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Submit proof of eligibility for each family member added, if not already on file</li> </ul>
	Remove a family member(s)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>

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<b>Beneflex (Health Care and/or Dependent Day Care Account)</b>	Keep the same annual contribution amount	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
	Elect participation for the first time (you do not participate in 2011)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
	Change my annual contribution amount	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
	Cancel participation	<ul style="list-style-type: none"> <li>Nothing</li> </ul>
<b>Supplemental Life</b>	Keep the same coverage level or continue to waive coverage	<ul style="list-style-type: none"> <li>Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>If applicable, complete Evidence of Insurability (EOI) information that you receive at home in December from Prudential</li> </ul>
	Increase coverage from none to 1 times pay or 1 to 2 times pay	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>No EOI needed</li> </ul>
	Increase coverage to 2, 3, 4 or 5 times pay	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Complete Evidence of Insurability (EOI) information that you receive at home in December from Prudential</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
<b>Spouse Life</b>	Keep the same coverage level or continue to waive coverage	<ul style="list-style-type: none"> <li>Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Submit proof of spouse eligibility, if not already on file</li> <li>Complete Evidence of Insurability (EOI) information that you receive at home in December from Prudential</li> </ul>
	Increase coverage	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Complete Evidence of Insurability (EOI) information that you receive at home in December from Prudential</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
<b>Child Life</b>	Keep the same coverage level or continue to waive coverage	<ul style="list-style-type: none"> <li>Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> <li>Submit proof of child eligibility, if not already on file</li> </ul>
	Increase coverage	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>Complete online enrollment in Employee Self-Service</li> </ul>

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Plan	What You Want to Do	What You Need to Do
<b>Supplemental AD&amp;D</b>	Keep the same coverage level or continue to waive coverage	<ul style="list-style-type: none"> <li>▪ Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> </ul>
	Increase coverage	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> </ul>
<b>Spouse AD&amp;D</b>	Keep the same coverage level or continue to waive coverage	<ul style="list-style-type: none"> <li>▪ Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> <li>▪ Submit proof of spouse eligibility, if not already on file</li> </ul>
	Increase coverage	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> </ul>
<b>Child AD&amp;D</b>	Keep the same coverage level or continue to waive coverage	<ul style="list-style-type: none"> <li>▪ Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> <li>▪ Submit proof of child eligibility, if not already on file</li> </ul>
	Increase coverage	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> </ul>
<b>Supplemental LTD</b>	Keep the coverage or continue to waive coverage	<ul style="list-style-type: none"> <li>▪ Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> <li>▪ Complete Evidence of Insurability (EOI) information that you receive at home in December from Prudential</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> </ul>
<b>Hyatt Legal</b>	Keep the coverage or continue to waive coverage	<ul style="list-style-type: none"> <li>▪ Nothing</li> </ul>
	Elect coverage for the first time (you do not have coverage in 2011)	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> </ul>
	Cancel coverage	<ul style="list-style-type: none"> <li>▪ Complete online enrollment in Employee Self-Service</li> </ul>