

2014 OPEN ENROLLMENT CHECKLIST

During Open Enrollment, be sure to:

- ✓ Log in to the open enrollment site: www.iElect.com with your ID and password (mail by Secova). Review and verify your current benefit elections.
- ✓ Update Beneficiary information
- ✓ Update Emergency contact
- ✓ Click "CONFIRM" to complete your online elections
- ✓ Print and retain a Temporary Confirmation Statement
- ✓ Submit any required documentations (marriage, DP registration, birth certificate, social security card, and etc) with a copy of your enrollment confirmation to the District HR/Benefits Unit, pdf/email MyBenefits@fhda.edu, or fax to 650-949-6299 no later than October 10, 2015, 5pm.
- ✓ Review paycheck stub to verify plan elections/changes on or after January 31, 2015.

Key Dates:

October 10, 2014	Deadline for completing the annual Open Enrollment
November 12, 2014	Official confirmation statements to be mailed by Secova online carrier
January 1, 2015	Changes from the 2014 election for benefits Plan Year 2015

<p>Questions: Contact your Benefits Team at 650-949-6224 or via email: MyBenefits@fhda.edu.</p>

MEET THE DEADLINE:
FRIDAY, OCTOBER 10, 2014, 5pm