

## Open Enrollment

### PerfectFit Benefit Program is "Going Green" in 2010.

What is Open Enrollment? The Open Enrollment period is a time frame where the Main Line Health *PerfectFit* Benefits Program will allow employees to make new enrollment elections or to change existing enrollment elections. This is also the time when employees may also add or change dependents (with approved documentation) to various coverages (i.e. medical, dental, and/or vision) for enrollment effective the first day of the new plan year.



For example, if an employee is adding a new dependent for the plan year beginning January 1, 2010, he/she would need to add them to the *MLH Self Service* system and then enroll the dependent in the specific plan where coverage is desired. **Please Note:** If dependents are not added during the Open Enrollment period, the employee will need to demonstrate loss of coverage with some form of documentation in order to add a dependent during the year.

### Open Enrollment Online Materials:

- [eWorkbook](#) - 2010 *PerfectFit* Electronic Workbook
- [Dependent Verification Process](#) - If you are planning to add a dependent during Open Enrollment you are required to show proof of dependent eligibility. Please review the process and submit the appropriate documentation to your benefits counselor ("[Contact Us](#)").
- [Beneficiary Designation Form](#) - Use this form to designate or update your Life Insurance beneficiaries. **Please Note:** MLH does not keep any beneficiary information in *MLH Self Service*. All beneficiary forms are kept in paper form in accordance with our vendor's guidelines for filing claims.
- [Flexible Spending Account \(FSA\)](#) - If you are enrolled in an FSA you will need to "Re-Enroll" each year you plan to participate. This election WILL NOT carry over like most other elections. See the "Understanding Your Benefits" section of this site for more details about annual re-enrollment in the Flexible Spending Accounts.
- [MLH Self Service](#) - Log on to review your current elections. If for no other reason than to see what your new cost will be for the upcoming year.
- [2010 Basic Leave Cash-In Notice](#)
- [2010 Open Enrollment Postcard Announcement](#)
- [2010 Open Enrollment Newsletter](#)
- [How to Enroll Brochure](#) - Use this brochure to get step by step instructions on how to enroll in your benefits.
- [CDHP Examples](#) - If you plan to enroll in the Consumer Driven Health Plan (CDHP) please see the CDHP Examples to review real life examples of how the CDHP works to cover healthcare services for you and/or your covered family members.

### Open Enrollment Election Changes

#### To Make an Election Change:

- Click *Edit* next to the benefit you want to enroll in.
- Click the button next to the name of the plan option you want to enroll in.
- To waive coverage, click the button next to *Waive*.

#### To Add a Dependent or Review His/Her Personal Information:

- Click *Add/Review Dependents* at the bottom of the page. (Note: If you attempt to add an ineligible dependent they will not appear on the Enrollment Summary page.)

#### To Enroll Your Dependents for Coverage:

- Click *Enroll* box next to that dependent's name. **Please Note:** A check mark will appear in the box next to the name.

#### To Remove a Dependent From Coverage:

- Click on the check mark in the box beside that dependent's name. **Please Note:** The check mark will disappear in the box next to the name.

## When You Are Finished Making Your Elections:

- Review the benefit cost of your new elections at the bottom of the Benefits Summary Page.
- Once you are satisfied with your choices:
  - *Print your enrollment summary page and confirm your elections are correct.*
  - Click "Submit" if they are correct.
  - You will be taken to a new page. **You will need to click "SUBMIT" under Authorize Elections to be enrolled in the new elections.**
  - You will receive a confirmation message that your elections have been entered. You can exit the system by clicking on *Sign Out* or you can return to the Benefits Home Page and review your benefits.
  - If you need to make changes to a plan before finalizing your enrollment, please use the directions in the "Changing Your Benefits" section.
- You will receive a confirmation message that your elections have been entered.
- You can exit the system by clicking on *Sign Out* or you can return to the Benefits Home Page and review your benefits.