

## Email #2: Beginning of open enrollment (for passive enrollment)

Subject:

**Open enrollment is here – enroll today!**

Body:

**Benefits open enrollment is underway!** The two-week open enrollment period ends [\[MONTH DATE, YEAR\]](#).

Remember that open enrollment only happens once a year, so now's the time to act! **We encourage you to take the following steps now:**

- **Review** the current benefits offerings available to you and your eligible family members and your current plans.
- **Attend** an educational session to learn more about the benefits offerings and ask questions.
- **Enroll** in your selections via our benefits enrollment portal. [\[INCLUDE LINK\]](#)

Keep in mind that once open enrollment ends, **you cannot make changes to your coverage during the year** unless you experience a qualifying event.

### **Review the benefits offerings**

We're excited once again to offer a comprehensive and valuable benefits program. We've attached a complete guide [\[ATTACH GUIDE\]](#) to this year's offerings for your information. We recommend reviewing it before attending an educational session and noting any questions you may have.

### **Attend an educational session**

Let us help simplify open enrollment. Attend one of our [webinars or in-person sessions](#) where we will explain any changes in plans, provide tips on navigating selections, and answer questions. Days, times, and locations are below.

**Webinars – [\[INCLUDE LINK TO JOIN\]](#)**

- [\[DAY, MONTH DATE\]: \[Add times\]](#)
- [\[DAY, MONTH DATE\]: \[Add times\]](#)

**In-person sessions – [\[INCLUDE LOCATION\]](#)**

- [\[DAY, MONTH DATE\]: \[Add time\]](#)
- [\[DAY, MONTH DATE\]: \[Add time\]](#)

### **Enroll online**

The next step is to make your final benefits selections through our benefits enrollment portal. Note that there are no changes to the plans in the new plan year. While we encourage you to

review your benefits, this enrollment is passive. **If you don't make changes in the benefits enrollment portal, all benefits will remain the same for the new plan year.**

- Click here for instructions on how to enroll. [\[INCLUDE LINK TO INSTRUCTIONS\]](#)
- Access our benefits enrollment portal here. [\[INCLUDE LINK OR WHERE TO FIND PORTAL\]](#)
- Remember to review your selections carefully. Changes cannot be made after the deadline.

Benefits elections will become effective [\[INSERT DATE\]](#) through [\[INSERT DATE\]](#).

### **Contact your benefits team with questions**

Your benefits team is here to help! Contact us with any benefits or enrollment-related questions at [\[INSERT EMAIL AND/OR PHONE\]](#).