



## For District Clerks and Business Managers

**NOTE: Review all forms for completeness prior to submission. Incomplete and obsolete forms will be returned and may cause delays in billing and coverage. Follow these instructions for an easy Open Enrollment Period.**

- 1.** Make copies of the **Open Enrollment Notice** for every person who is eligible for coverage, even those who have waived, as they are eligible to elect coverage at this time. There are two notices per page. This may be emailed to employees as well.
- 2.** Distribute the Notices a week or two before the Open Enrollment Period begins. Attaching to paystubs is a good way to make sure employees receive them in a timely manner.
- 3.** Make copies of the Open Enrollment Flyer and post them in high-traffic areas. A teacher's lounge, a break room and bulletin boards are suggested.

**July Renewals:** Recommend distributing Open Enrollment Notices by Friday, April 6, 2018.

**September Renewals:** Recommend distributing Open Enrollment Notices before the end of the school year.

## ONLINE ENROLLMENT OR PAPER ENROLLMENT?

### ONLINE

- You have the option to elect either Online or Paper Enrollment on your Renewal Rate Sheet.
- If your group chooses Online Enrollment, you will need to complete a **Group Online Open Enrollment Form** and return it to MUST with your renewal. You may customize your Open Enrollment dates when utilizing the MUST Online Market.
- **All benefit and enrollment changes can be made online during the Open Enrollment Period.**

### PAPER

- If your group chooses Paper Enrollment, there are several forms to be utilized.
  - **Benefit Election Form** - this form is only used during the Open Enrollment Period and is used for currently covered employees who wish to change their benefits (i.e., change benefit plans or add or drop dental or vision). Complete the Clerk sections of the form, make copies and distribute to employees who want to make changes.
  - **Enrollment Form** - use this form for employees who are electing coverage for the first time.
  - **Change Form** - use this form for employees who wish to make enrollment changes (i.e., address change or add or drop dependents).
  - **Basic Plan Acknowledgment Form** - distribute this form to employees who elect the Basic Plan and submit the form with any changes or new elections to MUST.
  - **Termination of Coverage Form** - use this form to discontinue coverage for staff leaving employment.
- These forms should be printed, completed, signed, and returned to MUST.
- All forms are available online at [www.mustbenefits.org/forms](http://www.mustbenefits.org/forms).

MUST values your business. If you have questions or need assistance, please call MUST at 1-800-845-7283.