

Open Enrollment Instructions

Adding coverage:

- Complete the enrollment packet.
- Sign the forms indicating you understand the open enrollment and special enrollment notice (page 2 of the packet).
- Sign the form indicating you know your COBRA/continuation rights. If your spouse is going to be covered under your plan he/she needs to sign as well (page 4 of the packet).
- If you are covering a spouse attach a copy of your marriage certificate.

Waiving coverage – for the first time or continuing to waive:

- Complete the waiver card.

Changes – adding/removing dependents:

- Complete a new enrollment form.
- If you are adding a spouse for the first time we need a copy of the marriage certificate and they need to sign the COBRA/continuation rights notice.

Call the Payroll Department at 218-327-5790 with any questions.