

2022 Open Enrollment Checklist

Steps for a Successful Open Enrollment



1 Review Your Coverage

At any time you can log in to www.benxcel.net to review your current coverage, cost, contact information, and update beneficiary information for your life insurance policies.

2 Access 2022 Benefits Information and Material

Visit our Benefits and Wellness page, under the 2022 Open Enrollment tab to view current information such as the Open Enrollment Booklet, flyers, rates, and more.

3 Gather Information

Attend one of the Benefits Open Enrollment informational webinars via Zoom, on October 13th, 20th or 27th. Click [here](#) to register. For assistance in choosing a plan contact Care Counsel at 888-227-3334. If adding a dependent, please have documentation ready to upload. For a list of required documentation click [here](#).

4 Attend The Virtual Open Enrollment Expo

From October 4th-10th, 2021 (24 Hours a Day!) learn more about new and current benefits, programs and carriers. Video links and raffle details will be sent on the morning of October 4th, 2021!

5 Sign in, Make Changes. Modify or Remove Benefits

Your current benefit elections will roll over with the exception of your Flexible Spending Account (FSA), the Health Savings Account (HSA) enrollment, and Dependent Care FSA. You will need to login to Benxcel starting October 11th, and select the amount you want to contribute for the 2022 year. If you want to add or drop a dependent or change your beneficiary now is the time. Open Enrollment closes October 29th.

6 Review Elections

Before printing your benefit confirmation statement, we encourage you to verify that your benefit elections are accurate for the 2022 plan year because no changes can be made beyond October 29th, no exceptions. If you encounter an error and need assistance, please email OpenEnrollmentSupport@sbcountyhr.org before October 29th, 2021.

