

Prepare for OPEN ENROLLMENT April 25 - May 16, 2011

Check out myOhio.gov and complete the following steps:

Verify that your home and/or mailing address is correct:

1. Navigate to myOhio.gov and select **Employee Self Service**.
2. Once logged in, click on **Self Service**.
3. Click on **Personal Information** then **Home and Mailing Address**.
4. Verify your home and/or mailing address is correct.

Review your current benefits enrollment for yourself and your dependents on the [Benefits Summary](#) page:

1. Click on **Benefits / Benefits Summary**.
2. View your current plan choices.
3. Click on each plan type to view your enrolled dependents.

4. Verify that your dependents are enrolled in the plans you want.
5. Click on each dependent's name and verify all information on the page, such as date of birth and Social Security number.

Additional helpful tips:

- If you choose to add an eligible dependent at open enrollment, gather the required documentation now.
- For information on dependent eligibility and documentation requirements, see the Benefits website at: das.ohio.gov/EligibilityRequirements.
- Report any errors in the above information to your agency HR office.



Flexible Spending Account (FSA) Reminder

The deadline for submitting claims and supporting documentation for calendar year 2010 expenses is March 31. Claims and documentation must be received by FBMC by March 31, in order to receive reimbursements and avoid forfeiting funds. For questions about flexible spending accounts, contact FBMC Customer Care Center at 1.800.342.8017. Customer Care Center representatives are available from 7 a.m. to 10 p.m. EST Monday through Friday.