

SAVE THE DATE: 2014 Benefits Open Enrollment is

For the new benefit year beginning July 1, 2014

May
5-16

Pre-Open Enrollment checklist:

- Verify that your home address – actual physical residence is required – and mailing address, if applicable, are correct:
 1. Log in to myOhio.gov;
 2. Click on the **My Info** tab in the top menu bar;
 3. Click on the **Home and Mailing Address** link;
 4. Verify that your home and mailing address are correct;
 5. If you recently moved, ensure the U.S. Postal Service has your current address by going to usps.com.

- Now is the time to review your current benefits enrollment information for yourself and your dependents.

Review your existing dependent coverage. During Open Enrollment, you can:

- Remove dependents – no documentation is necessary;
- Add dependents – required documentation must be provided by July 31.

To review your dependent coverage:

1. Click on the **Health and Benefits** tab in the top menu bar;
2. Click on the **Benefits Summary** link;
3. View your current plan;
4. Click on each plan type to view your enrolled dependents;
5. Verify that your dependents are enrolled in the correct plan(s);
6. Click on each dependent's name and verify all information, such as date of birth and Social Security Number.

Enrollment or continuation of enrollment of an ineligible dependent may result in loss of benefits, disciplinary action and repayment of claims. For information about dependent eligibility and documentation requirements, see the State of Ohio Benefits website at: das.ohio.gov/EligibilityRequirements.