SAVE THE DATE:
2013 Benefits Open Enrollment is

May 6-20

Pre-enrollment checklist:

Ensure your mailing address and benefits information, for you and your dependents, are correct. Log in to *myOhio.gov* to verify your mailing address and review your coverage for you and your family.

☐ **Verify that your mailing address, if applicable, and home address – actual physical residence is required – are correct:**

1. Click on the **MyInfo** tab in the top menu bar.

2. Click on the **Home and Mailing Address** link.

3. Verify that your mailing address, if applicable, and home address are correct.

4. If you recently have 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 for yourself and your dependents.**

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.

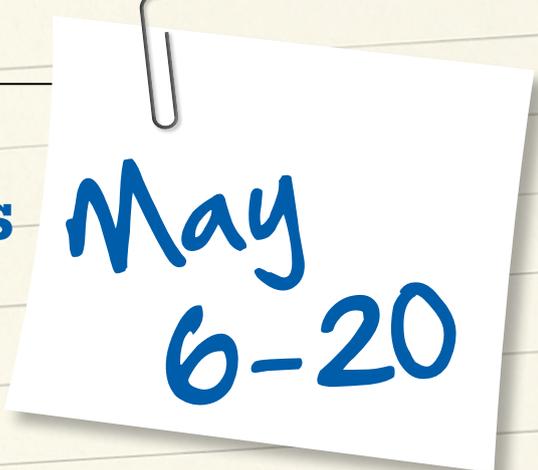4. Click on each plan type to view your enrolled dependents.

5. Verify that your dependents are enrolled in the plans you want.

6. Click on each dependent's name and verify all information, such as date of birth and Social Security number.

During Open Enrollment:

• Dependents can be removed without supplying any documentation.

• Dependents can be added, but the required documentation must be provided by close of business on July 31.

If any information is incorrect, please contact your agency benefits specialist as soon as possible to allow enough time for corrections.

Enrollment or the 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 Benefits website at: *das.ohio.gov/EligibilityRequirements*.