

2019 Open Enrollment



Reminders

- Your first benefits deduction will be January 25, 2019.
- If you have not received your Open Enrollment packet, contact your Open Enrollment Coordinator.
- Open Enrollment presentations will be conducted city-wide at various locations.
- Check your tobacco status on the Tobacco Certification / Save tab during Open Enrollment.

Items Needed for Open Enrollment

- **Employee ID Number** (located on your **2019 Coverage Information Statement** and your timesheet).
- New dependent's **social security numbers, dates of birth, and documentation**.
- The **2019 Employee Benefits Guide** for rates, eligibility guidelines, and documentation requirements.

Watch the Open Enrollment Video



[2019 Open Enrollment Video](#)

Two Ways to Participate in Open Enrollment

1. Online: COAOPENENROLLMENT.COM

- Available 24/7, beginning Monday, October 15 through Sunday, November 18, 2018.
- To log in, enter your Employee ID Number and the first five digits of your Social Security Number.

To make changes to your benefits, select the appropriate tabs.

- **Employee tab**—use to update your address and marital or domestic partner status.
- **Dependents tab**—use to add or drop dependents from coverage, upload dependent documentation, and to update your dependent's personal information.
- **Medical tab**—use to add or drop dependents from coverage, switch medical plans, or waive coverage. HMO participants can elect or change their PCP.
- **Tobacco Certification/Save tab**—use to complete the Tobacco Certification Form for you and your spouse/DP, finalize your benefits changes, and print a copy of your **2019 Online Verification**.

2. By Phone: [Call 512-493-1350](tel:512-493-1350)

- Available weekdays, Monday, October 15 through Friday, November 9, 2018.
- Representatives are available from 8 a.m. to 5 p.m., CST. (Spanish-speaking representatives are available)