



Annual Enrollment Checklist

Use this checklist to ensure you've completed all of your annual enrollment tasks.

- Take some time to learn about all of the benefits options that are available to you. Read this **2025 Benefits Guide** carefully as you consider your plan choices. Emory provides a variety of tools and resources to help you make your benefits decisions; these can be found on the annual enrollment website at www.hr.emory.edu/enrollment.
- Use the interactive **ALEX Tool** which will guide you through the plan options and provide you with a personal, confidential recommendation.
- Attend a **Zoom webinar** to better understand the details of the three medical plan choices, get an overview of all the benefits programs, and have an opportunity to ask questions (see page 5 for dates and times). If you can't attend, you can also view a recording of the webinar on the annual enrollment website at www.hr.emory.edu/enrollment.
- Decide if you want to enroll in a **Flexible Spending Account** (Healthcare and/or Dependent Day Care) or a Limited Healthcare FSA (for HSA Plan participants). Remember: you must actively enroll each year.
- HSA Plan members, decide if you want to make a contribution to your **Health Savings Account**.
- Actively enroll online through Self-Service (<http://leo.cc.emory.edu>) during the enrollment period: **October 28 through November 11, 2024**. Changes are effective on January 1, 2025. If you are currently enrolled in medical benefits and don't make a new medical plan election, your current coverage will roll over.
- Complete the **tobacco use surcharge certification**, if not already done.
- Review your beneficiary(ies)**. Make any necessary updates to ensure the accuracy of your beneficiary information for life insurance and accidental death and dismemberment insurance.
- Once you have completed your enrollment online, **save or print a copy** of your confirmation statement, review it for accuracy, and retain it for your records.
- Verify your 2025 benefits elections after **Monday, November 18, 2024** by visiting Self-Service online at <http://leo.cc.emory.edu>. You will receive an email reminder at that time. If you notice any errors, notify the Benefits and WorkLife Department immediately at 404-727-7613 or email hrbenef@emory.edu. After January 1, 2025, most elections cannot be changed except within 31 days of a family status change.