

Annual Enrollment Checklist

- Take some time to learn about all of the benefit options that are available to you. Read this *2025-26 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 tools can be accessed online at www.hr.emory.edu/mhsenrollment.
- New hires only, decide if you want to enroll in a Flexible Spending Account (Healthcare and/or Dependent Day Care). Your FSA election will be for July 1, 2025 through December 31, 2025 only. You will be given the option to re-elect in the fall for the 2026 calendar year.
- Actively enroll online through Self-Service (<http://leo.cc.emory.edu>) during the enrollment period: May 27 through June 10, 2025. Changes are effective on July 1, 2025. If you are currently enrolled in benefits and don't participate in annual enrollment, your current coverage will roll over.
- Complete the tobacco 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 2025-26 benefits elections after Monday, June 16, 2025 by reviewing your Benefits Summary in Self-Service (<http://leo.cc.emory.edu>). You will receive an email reminder. If you notice any errors, notify the Benefits and WorkLife Department immediately at 404-727-7613. After July 1, 2025, most elections cannot be changed except within 31 days of a family status change.