Take some time to learn about all of the benefit options that are available to you. Read this *2021-22 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](http://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, 2021 through December 31, 2021 only. You will be given the option to re-elect in the fall for the 2022 calendar year.

- Actively enroll online through Self-Service ([http://leo.cc.emory.edu](http://leo.cc.emory.edu)) during the enrollment period: *June 1 through June 14, 2021*. Changes are effective on July 1, 2021. 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 2021-22 benefits elections after Monday, June 21, 2021 by reviewing your Benefits Summary in Self-Service ([http://leo.cc.emory.edu](http://leo.cc.emory.edu)). You will receive an email reminder. If you notice any errors, notify the Benefits and Work Life Department immediately at 404-727-7613. After July 1, 2021, most elections cannot be changed except within 31 days of a family status change.