



Enrollment Checklist

- Take some time to learn about all of the benefit options that are available to you. Read this **2023-24 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, 2023 through December 31, 2023 only. You will be given the option to re-elect in the fall for the 2024 calendar year.
- Actively enroll online through Self-Service (<http://leo.cc.emory.edu>) during the enrollment period: **May 30 through June 12, 2023**. Changes are effective on July 1, 2023. 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 2023-24 benefits elections after Monday, June 19, 2023 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 Work Life Department immediately at 404-727-7613. After July 1, 2023, most elections cannot be changed except within 31 days of a family status change.