

2024 Open Enrollment Action Checklist

The following checklist is provided to help you complete the Open Enrollment process for the 2024-2025 benefits plan year. This Open Enrollment is optional for everyone except newly eligible employees. Enrollments from last year **will** carry over to the new benefit year that runs October 1, 2024 to September 30, 2025.

Except where noted below, all changes must be made online in the MyOEBB system – OEBCenroll.com by **September 15, 2024**.

Update Personal and Dependent Information

- Review and update your home address, home phone, work phone and email.
- Add and/or drop dependents.
 - If required, complete the [Certificate of Domestic Partnership](#) and return it to your Benefits-group@pcc.edu. Note: DP health benefits are taxable.

Elect Medical Opt Out

This option is only available if you have other group medical coverage. The monetary incentive is only applicable if opting out of medical, vision and dental coverage.

- Complete opt out election. You are required to enter your other coverage information.

Enroll in Medical, Dental and Vision Coverage

A medical election is required if you are not opting out. A pharmacy plan is included with your medical election; vision and dental are optional.

- Elect or change medical plan (Moda 2, 3 or 6; or Kaiser 1, 2B, or 3)
- Enroll or change an HSA (optional) if enrolling in Moda 6 or Kaiser 3 (paper form)
- Elect or change dental plan (Moda/Delta Dental 5 or 6, Kaiser 8, or Willamette Dental 8)
- Elect or change vision plan (Moda Quartz, Kaiser 5*, or VSP Choice Plus)

*Kaiser vision is only available if enrolled in a PCC Kaiser medical plan.

Enroll in Long Term Care Insurance (optional)

- Elect Unum optional long-term care insurance coverage (medical underwriting required)
- Increase/decrease long-term care coverage (medical underwriting may be required)
- Drop long-term care insurance.

Enroll in Optional Life/AD&D Insurance**(optional)

- Elect The Standard optional life insurance coverage (medical underwriting may be required)
- Increase/decrease optional life coverage (medical underwriting may be required)
- Drop optional life coverage
- Elect The Standard optional AD&D insurance coverage (no underwriting required)
- Increase/decrease AD&D coverage (no underwriting required)
- Drop optional AD&D coverage
- Review and update beneficiary information

**Part-time Faculty, temporary Faculty and temporary Academic Professionals are not eligible for this benefit.