

Open Enrollment April 15 – May 8, 2025

What MUST I Do?

Open Enrollment is your opportunity to make changes to your elections WITHOUT a qualifying event.

[Employee Self Service](#) (ESS) is now open for employees to log in and elect their insurance coverage. Even if you **are not making changes** to your current benefits, **YOU MUST** confirm your benefit elections in ESS. Remember to review enrolled dependent information for accuracy and make changes as needed.

Elections can be entered anywhere there is internet, including outside our network. To increase security, we have enabled a two-factor authentication to access your account.

New election and existing election premium change deductions will start the 1st payroll in June, effective July 1st.

Changes made to existing coverage and/or dependents, **MUST** have an enroll-change-termination form submitted for processing, along with the appropriate dependent documentation, no later than the end of open enrollment.

If you voluntarily terminate coverage effective June 30, you **MUST WAIVE** coverage in [Employee Self Service](#) and submit a [Request to Decline Health Insurance Form](#) during open enrollment.

If you voluntarily terminate coverage for any dependent, you **MUST REMOVE** coverage in Employee Self Service and submit an enroll-change-termination form by the end of open enrollment. Coverage will end at the end of the plan year on June 30th.

If you elect to make **NO** changes. Your current elections will remain in effect. Premium changes will be deducted starting the 1st payroll in June and effective July 1st. **Remember** to confirm your benefit elections in ESS.

To verify a spouse or ex-spouse's coverage eligibility, you **MUST** submit a notarized [Employee Marital Status Affidavit](#) by the end of open enrollment.

Enrollment changes cannot be processed until all necessary supporting documentation and enroll-change-termination forms are received.

Forms and supporting documentation can be submitted via first class mail, interoffice mail, or hand delivered to the Benefits Administrator located at Town of East Longmeadow 382 North Main Street – East Longmeadow, MA 01028.

If you have any questions please email benefits@eastlongmeadowma.gov or call the Benefits Administrator at 413-525-5400 x1107

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