

## Open Enrollment April 19 – May 6, 2022

### What **MUST** I Do?

[Employee Self Service](#) has been opened up so employees can log in and elect their coverage from anywhere there is internet access, even outside our network. To enhance security, we have enabled two-factor authentication to access your account.

**EVEN IF YOU ARE NOT MAKING CHANGES TO YOUR CURRENT BENEFITS, YOU MUST REVIEW YOUR BENEFIT ELECTIONS in ESS** and review enrolled dependents for correctness and make any necessary changes in [Employee Self Service](#). This is your opportunity to make changes to your elections without a qualifying event. If you elect to make no changes, your current elections will roll forward and any changes to premiums will begin with paychecks issued June 8, 2022.

For questions regarding benefits, please call Joan Iwanicki at 525-5400 x1125 or e-mail [joan.iwanicki@eastlongmeadowma.gov](mailto:joan.iwanicki@eastlongmeadowma.gov)

You **MUST** submit a notarized [Employee Marital Status Affidavit](#) by June 30, 2022 to verify a spouse's or ex-spouse's eligibility for coverage to continue.

Changes made to existing coverage and/or dependents **MUST** have enroll-change-termination forms submitted along with the appropriate dependent documentation by May 6, 2022.

If you voluntarily terminate coverage for any dependents then you **MUST** remove their coverage in Employee Self Service and submit an enroll-change-termination form by May 6, 2022 to terminate their coverage effective June 30, 2022.

If you voluntarily terminate coverage effective June 30, 2022 then you **MUST** waive the coverage in [Employee Self Service](#) and submit a [Request to Decline Health Insurance Form](#) during open enrollment.

Enrollment changes cannot be processed until all the necessary forms are received. All documentation can be submitted via first class mail, interoffice mail, hand delivered or faxed to Benefits Administrator, Town of East Longmeadow - 60 Center Square – East Longmeadow, MA 01028; ph (413) 525-5400 X 1107; fax (413) 525-1137.