

2023 Open Enrollment Action Checklist

The following checklist is provided to help you complete the Open Enrollment process for the 2023-2024 benefits plan year. Open Enrollment is **mandatory** for everyone. Enrollments from last year **will not** carry over to the new benefit year that runs from October 1, 2023, to September 30, 2024.

All eligible employees must enroll or opt out in the MyOEBB system, **OEBBenroll.com**, by the September 15th deadline, or we will assign you the default medical plan, Kaiser plan 3.

More detailed information on the plans can be found on the PCC Benefits website at <https://www.pcc.edu/hr/benefits/health-benefits/>.

Update Personal and Dependent Information

- Review and update your home address, home phone, work phone and email.
- Add or drop dependents. Note: DP benefits are taxable.
If required, complete the Certificate of Domestic Partnership and return it to your Benefits Representative. <http://www.pcc.edu/hr/benefits/documents/dpcert.pdf>.

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. Part-time faculty may opt out with other medical coverage but are not eligible for the opt out incentive.

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

Enroll in Medical, Dental and Vision Coverage

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

- Enroll in a medical plan (Moda Medical 2, 3, or 6; Kaiser Medical 1, 2B, or 3).
- Enroll in a dental** plan (Moda/Delta Dental 5 or 6, Kaiser Dental, or Willamette Dental).
- Enroll in a vision plan (Moda Quartz, Kaiser Vision*, or VSP Choice Plus).

Enroll in Long-Term Care Insurance (optional)

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

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

- Enroll in 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.
- Enroll in 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.

Note: Employees enrolling in Kaiser Medical 3 or Moda Medical 6 may enroll in a Health Savings Account (HSA), if they meet all of the criteria, and may make changes at any time during the year. More information is available at www.pcc.edu/hr/benefits/health-savings-account/.

Part-time Faculty Only – Apply for SB 551 Subsidy

- Designate PCC as your home institution on the Part-Time Faculty Declaration of Home Institution and Attestation of Eligibility form to apply for the SB 551 Subsidy
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*Kaiser vision is only available if enrolled in a PCC Kaiser medical plan.

**Part-time Faculty must enroll in a PCC medical plan to be eligible for a PCC dental plan.

***Part-time Faculty, temporary Faculty and temporary Academic Professionals are not eligible for life or AD&D insurance.