

# 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](https://oebb.enroll.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](mailto: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.