

## On-Line Enrollment Guide

Between **December 4<sup>th</sup>** and **December 14<sup>th</sup>, 2018** you will be able to enter the Flexit360 – on-line enrollment system and choose your benefit coverage for the benefit year running January 1 to December 31, 2019.

This re-enrollment will be completed over the internet. You will receive a personalized letter that includes your username and password which will be needed to access the Flexit360 software. You will need access to a printer if you are printing off the information for your records, changing your beneficiary information or requesting additional coverage that requires proof of good health. You will also need your spouse's benefit plan information if you are intending to co-ordinate benefits or declining your coverage for health and dental benefits

**Note: If you do not enroll during this period, you will be defaulted to your current level of coverage. This level of coverage cannot be changed, with the exception of a life change event, until the 2020 benefit year. This may lead to a change in the level of payroll deductions (if any) you currently contribute. Also note that any excess monies will automatically be assigned to taxable cash for 2019 even if you had assigned them to a Health Spending Account in 2018. You must re-enroll to make this change.**

Remember that during the enrollment window you can enter the site at any time (as many times as you like) during that period to complete, redo or make changes to your enrollment. During this time you may also choose to “Cancel” your enrollment, which will reset your benefits plan back to the predetermined package or default coverage.

Please note that your enrollment is not complete until you click the “**CONFIRM**” button and agree to proceed. If you have not clicked the “**CONFIRM**” button after finalizing your selections or before the end of the enrollment window, you will be defaulted to your previous coverage.

**NOTE: You cannot make any changes to your enrollment once you have clicked the “CONFIRM” button or after the enrollment window is closed.**

If you have any questions or technical difficulties while going through the enrollment please call our Benefits Advisors, Monday through Friday between 8:30AM and 4:30PM (Bev Brasier - toll free at 1-800-263-2670 Ext. 6236)