



Open Enrollment Checklist

Before Open Enrollment:

- Visit www.maricopa.gov/Open-Enrollment to review the 2020-2021 benefit changes
- Attend an Open Enrollment webinar
- Review informational videos:
 - [Benefits 101](#)
 - [Understanding the High Deductible Health Plan](#)
 - [What is a Health Savings Account \(HSA\)?](#)
- Compare your benefit options to decide which ones are best for you
- If enrolling in the Cigna HMO Plan for the first time, select a Primary Care Physician (PCP) before making your elections at www.cigna.com/cmga/doctor
- If enrolling in the Cigna Pre-Paid Dental Plan for the first time, select a Primary Care Dentist (PCD) before making your elections at www.cigna.com
- Gather documentation (i.e., marriage certificate, birth certificate, most recent tax return) to submit for the Dependent Verification process to validate newly-added dependents*
- Call the Employee Benefits Division at 602.506.1010 with questions

During Open Enrollment:

- Access the BenefitSolver Enrollment System at benefits.maricopa.gov
- Make any plan changes you need for 2020-2021
- Select the contribution amount if you are electing a Flexible Spending Account or Health Savings Account
- Once you have reviewed your elections and they are accurate, click "Approve" and then select "I Agree" to submit your enrollment
- If applicable, upload documentation required for dependent verification for any newly-added dependents*
- Complete your elections by **May 8, 2020 at 5:00 pm** Arizona time
- Print a copy of your Benefit Summary for your records

After Open Enrollment:

- If you added new dependents to coverage upload verification documentation and respond no later than **May 28, 2020***
 - Failure to respond or provide sufficient proof of eligibility will result in your dependent(s) not being enrolled in coverage
- If required, submit an Evidence of Insurability form for life insurance to Securian Life Insurance
- Review your confirmation statement at benefits.maricopa.gov to know which benefits you elected for Plan Year 2020-2021

***Note:** Dependents who have previously been approved as eligible for coverage **AND** who had coverage (medical, vision, and/or dental) in Plan Year 2019-2020 will not be re-verified.