

OPEN ENROLLMENT CHECKLIST



- Attend the in-person benefit fair on October 27th on the University City Campus, Creese Student Center, Behrakis Hall, 3210 Chestnut Street or on October 29th Elkins Park Campus Hafter Student Community Center. View the 2027 Open Enrollment Presentation. Visit www.drexel.edu/hr/benefits/open-enrollment for more information.
- Login to the benefits enrollment portal by clicking the link to **My Drexel Benefits** located on the Employee Tab of DrexelOne via one.drexel.edu. Review your current benefit elections and make any desired changes.
- All other benefit elections, including medical, dental, vision, supplemental life and AD&D insurance, and disability coverage will continue into 2027 unless you make a change during open enrollment. New elections and changes will take effect January 1, 2027.
- Effective January 1, 2027, Drexel will introduce a working spouse surcharge for employees who cover a spouse on Drexel's health plan when that spouse has access to coverage through their own employer. This change helps manage rising healthcare costs while maintaining high-quality, affordable benefits for Drexel's campus community. Be sure to log into My Drexel Benefits to review this surcharge and take the appropriate action.
- If adding a new dependent, have the required documents available to add them to the plan (examples of acceptable documentation are: birth certificate, or an adoption agreement, a marriage certificate, or Drexel's domestic partner affidavit with supporting documentation located in our benefits enrollment system).
- Make sure your life insurance beneficiaries are up to date.
- If required, be sure to complete the Evidence of Insurability (EOI) process for the supplemental life insurance benefit. Your confirmation statement will reflect this as a requirement if applicable to you.
- **Review your disability coverages. As a reminder, short-term disability is offered on a voluntary basis. The university provides long-term disability coverage to Full time Faculty and Professional Staff at no cost.**
- Review your Summary Confirmation Statement after you complete your enrollment to be sure your changes are applied as expected. Correct any issues ASAP by contacting Drexel University Benefits Center at **1.844.690.3992**.
- Visit your Dragon Perks portal to view voluntary benefits offered year-round by clicking the link "learn more" under the Toolbox in the My Drexel Benefits portal.

IMPORTANT

- **Don't Forget!** The Flexible Spending Accounts (FSA) and Health Savings Account (HSA) must be re-elected every year. Your 2026 elections will not rollover into 2027. Once the enrollment window closes, changes cannot be made until the next annual enrollment unless you experience a qualified life event.
- Drexel will no longer be defaulting employees into medical coverage for 2027. You must actively waive coverage in the enrollment system in order to obtain the waiver credit.