OPEN ENROLLMENT CHECKLIST

☐ It is recommended you carefully read all of the information in your Open Enrollment Guide

☐ Attend One Hour Information Sessions that will be posted after the session’s dates: October 25 through November 2
  − If you cannot attend a session, review the presentations that will be on: drexel.edu/hr/benefits/open enrollment
  − Sessions topics are: General Overview of Open Enrollment, Choosing a Plan When Permanently Working Remote, Dragon Perks, Whole Life Insurance, FSA, HSA, and Commuter Plans.

☐ Login to the benefits enrollment site by clicking the link to My Drexel Benefits located on the Employee Tab of DrexelOne. Review your current benefit elections. Make any changes and additions

☐ Go through each plan on your benefit enrollment system and click “save and continue” on each page

☐ 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 beneficiaries are up to date, you will need a SSN for newly added beneficiaries

☐ If required, be sure to complete the evidence of insurability process, information on how to do this can be located on your confirmation statement at the end of the enrollment process. Increases to your life insurance coverage may require evidence of insurability approval.

☐ Elect Healthcare FSA and Dependent Care FSA elections – they do not default from 2021

☐ Elect HSA contributions – this is only an option if you choose the Consumer Directed Health Plan – elections will not default from 2021

☐ Review the medical plans and determine if you want to make medical plan change for 2022
  If you are not enrolled in a medical plan and do not actively waive coverage, you will automatically be placed in a Point of Service Plan (PPO Basic if out of the area), deductions will come our of your 2022 pay and you will not receive the Waiver credit

☐ Review the dental plans and make a change if you want to change your election for 2022
  You will be defaulted into your 2021 plan if you do not make a change

☐ Mass Mutual Whole Life
  This is your opportunity to review Whole Life Insurance through Mass Mutual and elect coverage for the first time, or add on to an existing election. Members can also cancel coverage during this open enrollment period. If you wish to cancel your coverage, you need to contact Mass Mutual directly.

☐ Review your Summary Confirmation Statement after you complete your enrollment

☐ Visit your Dragon Perks portal to view voluntary benefits offered year-round by clicking the link “learn more” on My Drexel Benefits

☐ In 2022, check back into My Drexel Benefits portal for latest commuter information

OPEN ENROLLMENT PERIOD:
October 20 through November 9, 2021