

Communication Templates

2022 Open Enrollment

Benefitplace

THRIVE IN 2022

Benefits for health and wellness.



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Hey [[first name]]!

Life gets busy but making time to take care of you is an important part of keeping up your health and overall wellness. Let's break down the benefits that can help you thrive in 2022.

Medical

Your health insurance covers medical bills. It also covers preventive care.

[Plan name]; [Description]; [Changes, if applicable]

[Plan name]; [Description]; [Changes, if applicable]

Dental

Our dental plans help cover oral and dental care you need to keep your smile bright.

[Plan name]; [Description]; [Changes, if applicable]

[Plan name]; [Description]; [Changes, if applicable]

Vision

Taking care of your eyes is important. Get help paying for contact lenses, glasses, and more.

[Plan name]; [Description]; [Changes, if applicable]

The benefits we have for you this year are designed to help you thrive. We encourage you to explore all the options available to you.

We encourage you to explore all the options available to you.

Benefitplace

FINANCIAL HEALTH IS WELLNESS

Plan for the future.

Benefitplace

SAVE THE DATE!

Open enrollment is coming.

[Learn more >](#)

Hey [[first name]]!

The opportunity to enroll and/or update your benefits for the upcoming 2022 calendar year is just around the corner! Open enrollment will kick off starting **[[insert date]]** and will end **[[insert date]]**.

Over the next few weeks leading up to **[[insert date]]**, there will be a variety of opportunities to learn about all of your benefit options before the big day.

We're looking forward to helping you make the best benefit decisions for you and your family - so you get the most value out of your benefits in 2022 and beyond.

Best wishes!
Your Benefits Team

[Learn More](#)

ing task for all of us. That's why we've put together a guide to help you understand the benefits that are available to you.

Health Savings Accounts (HSA)

Health Savings Accounts (HSAs) are a type of savings account that you can use to pay for qualified medical expenses. HSAs are funded 100% by you (or your employer) and the funds roll over from year to year. You can use HSA funds to pay for a wide range of medical expenses, including deductibles, copayments, and coinsurance. HSAs are a great way to save for your future medical needs.

Flexible Spending Accounts (FSA)

Flexible Spending Accounts (FSAs) are a type of savings account that you can use to pay for qualified medical expenses. FSAs are funded by your employer and the funds do not roll over from year to year. You can use FSA funds to pay for a wide range of medical expenses, including deductibles, copayments, and coinsurance. FSAs are a great way to save for your current medical needs.

Account (DCFSA)

Account (DCFSA) are expenses including for children, and services for themselves. You can contribute up to a certain amount per year to have it used for eligible expenses. This is a great way to save for your future medical needs.

RA)

RA) that is funded 100% by [[insert name]] HSA to credit [[insert dollar amount]] of your annual contributions. You can use these funds to pay for qualified medical expenses.

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Save the Date: Open Enrollment Starts [insert date]

Summary: Save the date and get ready for open enrollment!

Push Notification:

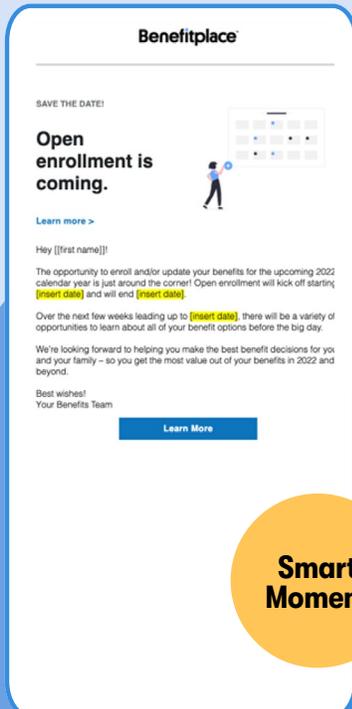
Get ready! Open enrollment starts [insert date].

Text Message:

Save the date – it's almost time to enroll/update your benefits for 2022! Open enrollment starts [insert date].

Email:

Subject: Save the Date: Open Enrollment Starts [insert date]



The opportunity to enroll and/or update your benefits for the upcoming 2022 calendar year is just around the corner! Open enrollment will kick off starting [insert date] and will end [insert date].

Over the next few weeks leading up to [insert date], there will be a variety of opportunities to learn about all of your benefit options before the big day.

We're looking forward to helping you make the best benefit decisions for you and your family – so you get the most value out of your benefits in 2022 and beyond.

Best wishes!
Your Benefits Team



Weekly Benefits Spotlight #1 – Benefits that nurture your health and promote wellness

Summary: Learn about all of your benefits that can help you nurture your health and wellness.

Push Notification:

Life gets busy but making time for your wellbeing pays off. Review your benefits guide [\[here\]](#) to learn more about your 2022 benefit options.

Text Message:

Life gets busy but making time to take care of you is an important part of keeping up your health and overall wellness. Check out your Benefits Guide [\[here\]](#) to learn about all the ways your medical, dental and vision plans can help.

Email:

Subject: Weekly Benefits Spotlight #1 – Benefits that nurture your health and promote wellness

Life gets busy but making time to take care of you is an important part of keeping up your health and overall wellness. Let's break down the benefits that can help you thrive in 2022.

Medical

Your health insurance plan can help cover all or a portion of your medical bills. It also enables you to keep up with recommended preventative care – free of charge.

[Plan name]: [Description. Deductible, Coinsurance and important changes, if applicable]

[Plan name]: [Description. Deductible, Coinsurance and important changes, if applicable]

Dental

Our dental plans help to offset the amount you spend on important oral and dental care, with coverage for the preventative care you need to keep your mouth healthy and smile bright.

[Plan name]: [Description. Deductible, Coinsurance and important changes, if applicable]

[Plan name]: [Description. Deductible, Coinsurance and important changes, if applicable]

Vision

Taking care of your eye health becomes easier with our vision plans. Get help paying for routine eye care needs, such as eye exams, contact lenses, glasses and more!

[Plan name]: [Description and highlights]

The benefits we highlighted above are only available during our annual open enrollment or if you experience a qualified life event, like marriage or birth, throughout the year. Don't miss your chance to enroll and set

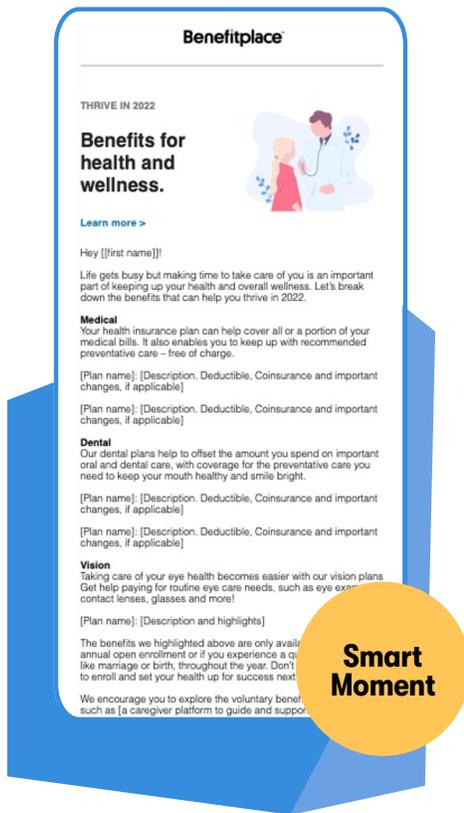


your health up for success next year!

We encourage you to explore the voluntary benefits available to you, such as a caregiver platform to guide and support you on your caregiving journey, 24/7 on-demand digital fitness, a mental health platform and women's health and fertility products available now and throughout the year. For additional information, please review the **[benefits guide]** and **[terminology guide]** attached. Please don't hesitate to reach out with any questions.

Best wishes!
Your Benefits Team

Additional descriptions can be found below if you would like to add details/expand upon any one of these benefits.



Caregiving:

Caring for loved ones, young and old, can be stressful. Our caregiver support platform, provided by Cariloop, connects you to a dedicated, licensed health care professional to guide and support you along your caregiving journey.

Digital Fitness:

Take control of your health anytime, anywhere with access to an on-demand fitness experience. From fitness classes and challenges to fitness assessments, you can mix and match your options to cultivate an experience that is tailor-made for you and your lifestyle.

Mental Health and Wellness:

Make the time for you to nurture your emotional, psychological and social wellbeing. With Happify™ Health's mental health platform, you can grow the skills to help lower stress, anxiety and depression anytime a day and on any device.

Women's Health and Fertility:

Whether tackling existing medical concerns or planning for the future, Natalist's fertility and pregnancy products specialize in bringing the best and most effective care to women.



Weekly Benefits Spotlight #2 – Benefits that help you plan for your future

Summary: Learn about all of your benefits that can help you nurture your health and wellness.

Push Notification:

Planning for the future is an important, yet often stressful task. Review your benefits guide [here] to learn more about how your 2022 benefit options can help.

Text Message:

Planning for the future can feel like an overwhelming task. Take it one step at a time and check out your Benefits Guide [here] to learn about how HSAs, FSAs, retirement savings, 529 college savings plans and legal insurance can help you.

Email:

Subject: Weekly Benefits Spotlight #2 – Benefits that help you plan for your future

Planning for the future can be a daunting task for all of us. That's why we're focusing this week's helpful tips on all of the benefits that can help you prepare and save for the future.

Consumer-Directed Health Care Accounts Health Savings Account (HSA)

If you choose to enroll in our high-deductible health plan (HDHP), you can take advantage of enrolling in an HSA. As your employer, we'll be contributing an investment of [insert dollars] for the year, and we encourage you to contribute too. The funds you contribute will be payroll deducted based on the amount and frequency you choose. The money you invest can be used to pay for qualified medical expenses, and your funds will rollover year after year with all contributions, growth and withdrawals being tax free. For more information, please see the HSA infographic attached.

Health Care Flexible Spending Account (FSA)

If you enroll in a PPO medical plan, you'll be eligible to participate in an FSA. These plans will deduct pre-tax dollars from your paycheck and deposit them into a special health spending account. The money contributed can be used for qualified medical expenses incurred while participating in the plan. FSA funds do not rollover each year and can be referred to as "use it or lose it". However, at the end of the plan year, [there is a maximum amount of \$500 that can be carried over to the next plan year OR you'll have a grace period to give you extra time to use the funds.]

Dependent Care Flexible Spending Account (DCFSA)

This type of FSA covers dependent care expenses including daycare, nursery school and day camp for children, and services for adult dependents who cannot care for themselves. You can choose to contribute up to [insert dollar amount] per year to have those tax-free contributions reimbursed for eligible expenses. This is handled through filing a claim and you have until [insert number] of days following the end of the plan year to file the claim. For more information see [insert link].

Health Reimbursement Account (HRA)

This is an employer-sponsored plan that is funded 100% by [insert company name]. We've designed the HRA to credit [insert dollar amount] to the account via [monthly or annual contributions]. You can choose which out-of-pocket qualified medical expenses you'd like to submit for reimbursement, and any unused balances will be rolled over to the following plan year as long as the program is still available, and you remain enrolled.

Legal Insurance

For a low monthly premium, you can rest assured you're prepared for planned – and unplanned – life events where you may need personal legal assistance. From getting married and buying a house, to adoptions, wills, child support, custody, and so much more – legal insurance can help save you time and money.

The benefits we highlighted above are only available during open enrollment or if you experience a qualified life event like marriage or birth throughout the year. Don't miss your chance to select your coverage this open enrollment!

Explore additional voluntary benefits to help you save for the future, such as a retirement savings account where we'll match [X%] of what you contribute and a 529 college savings plan, so you can get an early start saving for college education. For additional information, please review your **[benefits guide]** and **[terminology guide]** attached. Please don't hesitate to reach out with any questions.

All the best!
Your Benefits Team

Additional descriptions can be found below if you would like to add details/expand upon any one of these benefits.



Benefitplace

FINANCIAL HEALTH IS WELLNESS

Plan for the future.

[Learn more >](#)

Hey [[first name]]!

Planning for the future can be a daunting task for all of us. That's why we're focusing this week's helpful tips on all of the benefits that can help you prepare and save for the future.

Consumer-Directed Health Care Accounts Health Savings Account (HSA)
If you choose to enroll in our high-deductible health plan (HDHP), you can take advantage of enrolling in an HSA. As your employer, we'll be contributing an investment of [insert dollars] for the year, and we encourage you to contribute too. The funds you contribute will be payroll deducted based on the amount and frequency you choose. The money you invest can be used to pay for qualified medical expenses, and your funds will rollover year after year with all contributions, growth and withdrawals being tax free. For more information, please see the HSA infographic attached.

Health Care Flexible Spending Account (FSA)
If you enroll in a PPO medical plan, you'll be eligible to participate in an FSA. These plans will deduct pre-tax dollars from your paycheck and deposit them into a special health spending account. The money contributed can be used for qualified medical expenses incurred while participating in the plan. FSA funds do not rollover each year and can be referred to as "use it or lose it". However, at the end of the plan year, there is a maximum amount of \$500 that can be carried over to the next plan year OR you'll have a grace period to give you extra time to use the funds.]

Dependent Care Flexible Spending Account (DCFSA)
This type of FSA covers dependent care expenses including daycare, nursery school and day camp for children, and expenses for adult dependents who cannot care for themselves. You can choose to contribute up to [insert dollar amount] per year. Those tax-free contributions are reimbursed for eligible expenses handled through filing a claim and you have 90 days following the end of the plan year to file the claim. For more information see [insert link].

Health Reimbursement Account (HRA)
This is an employer-sponsored plan that is funded 100% by [insert company name]. We've designed the HRA to credit [insert dollar amount] to the account via [monthly or annual contributions].

Smart Moment

Retirement Savings Account:

Enjoy a comfortable way of living when you retire by getting a jump start on saving! Our retirement savings plan will match [X%] of what you put in and your savings are tax-deferred.

529 College Savings Plan:

Get an early start saving for college education! Earnings accumulate on a tax-deferred basis and are not taxed federally when used for qualified higher education expenses distributions. Thanks to expansions to the definition of qualified higher education expenses over the years, computers, up to \$10,000 annually in k-12 tuition, student loan payments and costs of apprenticeship programs are also included.

Weekly Benefits Spotlight #3 – Benefits that help you protect what matters most

Summary: Learn about all the benefits that can help you protect what matters most.

Push Notification:

Protect what matters most to you. Review your Benefits Guide [\[here\]](#) to learn more about how your 2022 benefit options can help.

Text Message:

Protect your family, assets and large investments. Review your Benefits Guide [\[here\]](#) to find out how auto, home & renters insurance, ID theft protection, pet care savings plan and pet insurance can help you safeguard what matters most.

Email:

Subject: Weekly Benefits Spotlight #3 – Benefits that help you protect what matters most

Are you looking for benefits that can protect your family, assets and large investments? This week we're showcasing benefits that can help you protect what matters most to you.

Disability Insurance

If an injury or illness prevents you from working, you can earn a portion of your monthly income to help you stay afloat financially. This year, we're offering both short-term and long-term disability options. Short-term disability protects your income for a temporary disability lasting [\[insert specifics according to plan\]](#) months. Long-term disability protects your income for disabilities that are permanent or render you unable to work for more than three months.

Life Insurance

While it's not fun to think about, the possibility of leaving behind debts, current and future expenses can dramatically impact loved ones and their lifestyle. In the event of the unexpected, help make sure those nearest and dearest to you are protected financially. Here is a breakdown of the types of life insurance we offer and the differences.

Term Life Insurance: [\[insert description\]](#)

Permanent Life Insurance: [\[insert description\]](#)

Universal life: [\[insert description\]](#)

Whole life Insurance: [\[insert description\]](#)

Medical Gap Products

Help protect your wealth in the event of the unexpected, with supplemental health benefits such as accident, critical illness, hospital indemnity and cancer insurance. In the event of a covered injury, critical illness or hospital stay these products will pay you a lump-sum directly – and the best part is it can be used to pay for health or to cover any other personal expenses.

The benefits we highlighted above are only available during open enrollment or if you experience a qualified

life event like marriage or birth throughout the year. Don't miss your chance to select your coverage this open enrollment!

Explore additional voluntary benefits to help you protect what matters most to you, such as auto, home & renters insurance, identity theft protection, pet savings plan and pet insurance.

For additional information, please review your **[benefits guide]** and **[terminology guide]** attached. Please don't hesitate to reach out with any questions.

Best wishes!
Your Benefits Team

Additional descriptions can be found below if you would like to add details/expand upon any one of these benefits.

Auto Insurance:

Protect yourself and your ride. In the event of an accident or different covered peril, you can have peace of mind knowing there is financial protection in place for vehicle damages and related injuries.

Home Insurance:

Home insurance can help you make sure one of your largest investments is protected. From accidents that may occur on your property to destruction and damage to your residence, or loss or theft of possessions, home insurance policies can help cover the financial impact.

Identity Theft Protection:

With 24/7 ID theft and credit monitoring services, you can protect yourself from identity theft and fraud. You can shop now, or if you change your mind, it's available for enrollment anytime.

Pet Care Discounts:

Caring for pets can get expensive fast. Get access to our pet savings plan where you can receive exclusive discounts to save on in-house medical services and procedures for your furry friends. Pet Insurance: Pets are like part of the family! With pet insurance, you can have peace of mind knowing their health is covered. From treating certain illnesses to financial assistance for veterinary costs – reimbursements are provided back to you for any covered costs after paying the vet.

Renters Insurance:

Renting is expensive, and the last thing you want is to get stuck paying extra money or not getting your security deposit back! With an affordable premium, repairs or replacing property due to damage or theft is covered – and so are personal belongings!

The graphic is a blue-bordered card with rounded corners. At the top, it says 'Benefitplace' and 'FINANCIAL HEALTH IS WELLNESS!'. Below that, it says 'Protect what matters most.' with an illustration of a person standing next to a padlock. A 'Learn more >' link is present. The card contains placeholder text for various insurance types: 'Disability Insurance', 'Life Insurance', 'Term Life Insurance', 'Permanent Life Insurance', 'Universal life', 'Whole life Insurance', and 'Medical Gap Products'. A yellow circular callout at the bottom right of the card says 'Smart Moment'.

Weekly Benefits Spotlight #4 – Benefits that can help you stress less financially

Summary: Learn about how your benefits can help you stress less financially.

Push Notification:

Financial stressors can be some of the heaviest we face in life. Review your Benefits Guide [here] to learn more about how your 2022 benefit options can help.

Text Message:

Financial stressors can be some of the heaviest we face in life. Check out your Benefits Guide [here] to learn about how financial coaching, short-term loan assistance, student loan refinancing and on-demand access to earned wages options can help empower you financially.

Email:

Subject: Weekly Benefits Spotlight #4 – Benefits that can help you stress less financially

Financial stressors can be some of the heaviest we face. Learn more this week about benefits that can help you better manage and improve your financial wellbeing.

Access to Earned Wages

You can now access what you need, when you want, with the money you've already earned. With on-demand, real-time pay, you can access your earned wages before your official payday. We've designed this plan to help alleviate financial stress and give you more flexibility with how you manage your money.

Financial Coaching

Access a comprehensive financial wellness solution that brings together technology and human interaction. From personalized coaching to a platform where you can see your full financial picture and use tools to plan, set and track financial budgets and goals – you can be empowered financially.

Short-Term Loan Assistance

Whether it is home remodeling, paying off credit card debt faster or any other financial needs that pop up, this could be a good option for you. You can pay down loans faster with socially responsible interest rates that can beat those of a typical credit card.

Student Loan Refinancing

To help you crush your student debt, we're offering you a platform where you can contribute to repayment and leverage creative solutions to pay down debt quicker. You'll also have the option of reassessing and refinancing your student loan.

All of the benefits we highlighted above are available for enrollment now and throughout the year. For



additional information, please review your **[benefits guide]** and **[terminology guide]** attached.

Please don't hesitate to reach out with any questions.

Best wishes!
Your Benefits Team

Benefitplace

TAKE THE POWER BACK!

Own your financial wellbeing!



[Learn more >](#)

Hey [[first name]]!

Financial stressors can be some of the heaviest we face. Learn more this week about benefits that can help you better manage and improve your financial wellbeing.

Access to Earned Wages
You can now access what you need, when you want, with the money you've already earned. With on-demand, real-time pay, you can access your earned wages before your official payday. We've designed this plan to help alleviate financial stress and give you more flexibility with how you manage your money.

Financial Coaching
Access a comprehensive financial wellness solution that brings together technology and human interaction. From personalized coaching to a platform where you can see your full financial picture and use tools to plan, set and track financial budgets and goals, you can be empowered financially.

Short-Term Loan Assistance
Whether it is home remodeling, paying off credit card debt or any other financial needs that pop up, this could be a great option for you. You can pay down loans faster with socially responsible interest rates that can beat those of a typical credit card.

Student Loan Refinancing
To help you crush your student debt, we're offering you a platform where you can contribute to repayment and leverage creative solutions to pay down debt quicker. You'll also have the opportunity to reassess and refinancing your student loan.

All of the benefits we highlighted above are available for enrollment now and throughout the year. For additional information, please review your **[benefits guide]** and **[terminology guide]** attached. Please don't hesitate to reach out with any questions.

Best wishes!
Your Benefits Team

[Learn More](#)



Your Annual Benefits Enrollment Starts Next Week!

Summary: Get ready - open enrollment will be here in less than one week!

Push Notification:

Open Enrollment is only one week away! Study up on your existing coverage and the benefits available to you. **[benefits guide]**

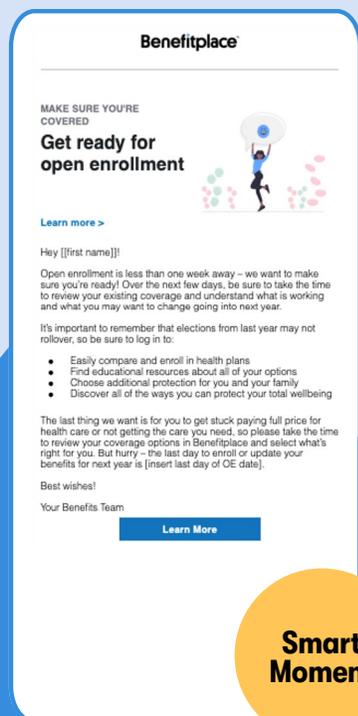
Text Message:

Open Enrollment is only one week away – we want to make sure you’re ready! Review your existing coverage and your **[benefits guide]** to decide what options best fit your needs – so when the time comes, enrolling is simple.

Email:

Subject: Your Annual Benefits Enrollment Starts Next Week!

Open Enrollment is less than one week away – we want to make sure you’re ready! Over the next few days, be sure to take the time to review your existing coverage and understand what is working and what you may want to change going into next year.



It’s important to remember that elections from last year may not rollover, so be sure to log in to:

- Easily compare and enroll in health plans
- Find educational resources about all of your options
- Choose additional protection for you and your family
- Discover all of the ways you can protect your total wellbeing

The last thing we want is for you to get stuck paying full price for health care or not getting the care you need, so please take the time to review your coverage options in [Benefitplace] and select what’s right for you. But hurry – the last day to enroll or update your benefits for next year is **[insert last day of OE date]**.

Best wishes!
Your Benefits Team



It's a Party – Join us for the Benefits Fair this week!

Summary: Take advantage of this opportunity to learn about all of the benefits available to you this open enrollment!

Push Notification:

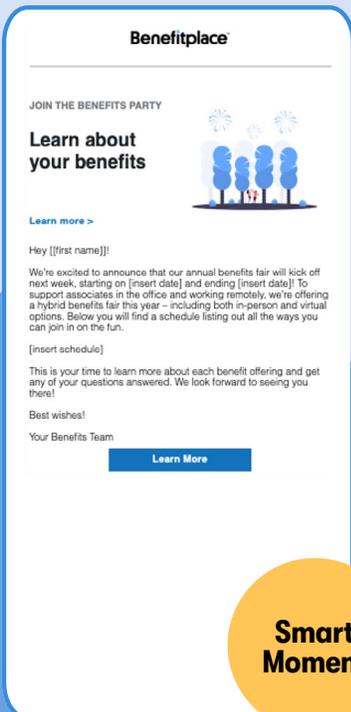
Join us for our annual Benefit Fair [insert date] to [insert date].

Text Message:

It's a benefits party! Join us for our annual Benefits Fair next week [insert date] to [insert date].

Email:

Subject: It's a Party – Join us for the Benefits Fair this week!



Smart Moment

We're excited to announce that our annual benefits fair will kick off next week, starting on **[insert date]** and ending **[insert date]**! To support associates in the office and working remotely, we're offering a hybrid benefits fair this year – including both in-person and virtual options. Below you will find a schedule listing out all the ways you can join in on the fun.

[insert schedule]

This is your time to learn more about each benefit offering and get any of your questions answered. We look forward to seeing you there!

Best wishes!
Your Benefits Team



For 2 Weeks Only: Open Enrollment for Benefits

Summary: Email reminding employees Open Enrollment starts today.

Push Notification:

Open enrollment starts today! Log in at **[Homepage URL]** and enroll today.

Text Message:

Your opportunity to enroll/update your benefits for the upcoming **[insert year]** calendar year starts today and lasts for two weeks. Don't miss your opportunity to enroll! **[Log in Today]**

Email:

Subject: For 2 Weeks Only: Open Enrollment for Benefits

Your opportunity to enroll and/or update your benefits for the upcoming 2022 calendar year starts today and lasts for only two weeks.

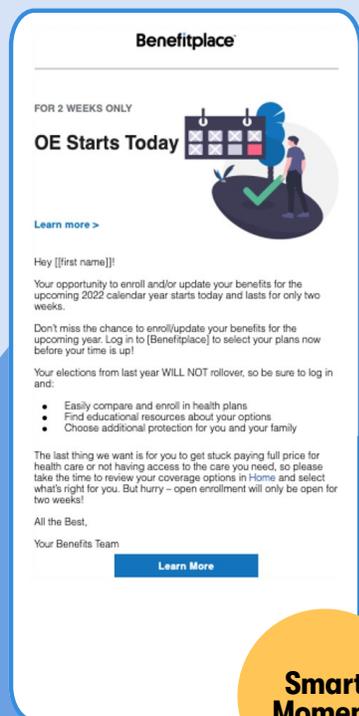
Don't miss the chance to enroll/update your benefits for the upcoming year. Log in to **[Benefitplace]** to select your plans now before your time is up!

Your elections from last year WILL NOT rollover, so be sure to log in and:

- Easily compare and enroll in health plans
- Find educational resources about your options
- Choose additional protection for you and your family

The last thing we want is for you to get stuck paying full price for health care or not having access to the care you need, so please take the time to review your coverage options in **[Benefitplace]** and select what's right for you. But hurry – open enrollment will only be open for two weeks!

All the Best,
Your Benefits Team



**Smart
Moment**

Open Enrollment: 5 Tips on Choosing the Best Insurance

Summary: Read about our five tips for choosing the best insurance before you enter open enrollment.

Push Notification:

Stress less about choosing the right insurance. Log into Benefitplace™ to access educational materials and decide what's right for you.

Text Message:

Choosing which insurance options are right for you can be stressful. You might be concerned about what happens if you get sick this year? How much life insurance you need and can afford? That's why we have Benefitplace™. **[Log in Today]**

Email:

Subject: Open Enrollment: 5 Tips on Choosing the Best Insurance

We know choosing the right insurance plan can be stressful. We worry about all of the possibilities: What happens if I get sick this year? How much life insurance do I actually need? How much can I afford? What in the world is an HDHP?!

All the acronyms can make your head spin. That's exactly why we created **[Benefitplace]**. Log in to:

- Easily compare health plans
- Find educational resources about your options
- Choose the insurance that's right for you and your family

When you log into **[Benefitplace]**, use these five tips to decide which plan meets your needs:

1. Decide which type of health plan is best for you and your family (see descriptions here).
2. Avoid plans that exclude your doctor or any local doctors in the provider network.
3. Determine whether you want more health coverage and higher premiums, or lower premiums and higher out-of-pocket costs.
4. Make sure any plan you choose will pay for your regular and necessary care, like monthly prescriptions and specialists.
5. Use the side-by-side comparison tool during enrollment to see what your true costs will be.

Log in to **[Benefitplace]** soon, because last year's insurance won't automatically continue into this year—you have to make a choice by **[insert enrollment date]**. But, hopefully with the tips above, that choice will be a little easier.

Download the Benefitplace™ app from Google Play or the Apple App Store.



Benefitplace

EASE THE STRESS OF OPEN ENROLLMENT

Five tips to help you select the best coverage

[Learn more >](#)

We know choosing insurance can be stressful. You worry about all the possibilities. What happens if I get sick this year? How much life insurance do I actually need? How much can I afford? What in the world is an HEDHP?

All the acronyms can make your head spin. That's exactly why we created [Benefitplace]. Log in to:

- Easily compare health plans
- Find educational resources about your options
- Choose the insurance that's right for you and your family

When you log into [Benefitplace], use these five tips to decide which plan meets your needs.

1. Decide which type of health plan is best for you and your family (see descriptions here).
2. Avoid plans that exclude your doctor or any local doctors in your provider network.
3. Determine whether you want more health coverage and higher premiums, or lower premiums and higher out-of-pocket costs.
4. Make sure any plan you choose will pay for your regular and necessary care, like monthly prescriptions and specialists.
5. Compare plans side by side during enrollment to see what your true costs will be.

Log in soon, because last year's insurance won't automatically continue into this year—you have to make a choice by [enrollment date]. But, hopefully with the tips above, that choice will be a little easier.

Best wishes!
Your Benefits Team

[Learn More](#)

Smart Moment

Company code: **[Company ID]**

Already have the app? Download the latest version to start using new features now!

All the Best,
Your Benefits Team



Open Enrollment Ends Soon – Here’s Your Checklist

Summary: Open enrollment ends in 5 days - make sure you and your loved ones are covered.

Push Notification:

Make sure you and any dependents that should be are covered. **[Review the Simplified Benefit Summary Report]**

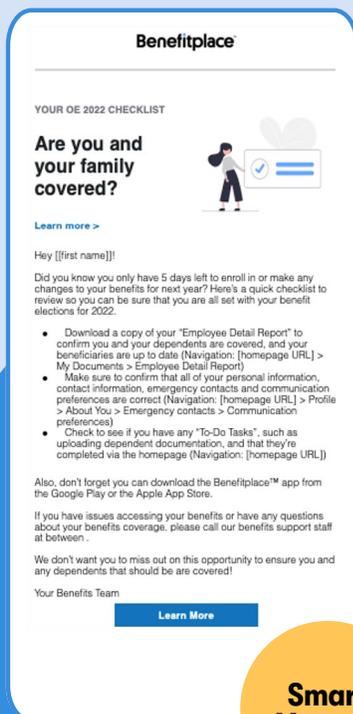
Text Message:

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Email:

Subject: Open Enrollment Ends soon – Here’s Your Checklist

Did you know you only have 5 days left to enroll in or make any changes to your benefits for next year? Here’s a quick checklist to review so you can be sure that you are all set with your benefit elections for 2022



- ✔ **Download a copy** of your “Employee Detail Report” to confirm you and your dependents are covered, and your beneficiaries are up to date (Navigation: **[homepage URL]** > My Documents > Employee Detail Report)
- ✔ **Make sure to confirm** that all of your personal information, contact information, emergency contacts and communication preferences are correct (Navigation: **[homepage URL]** > Profile > About You > Emergency contacts > Communication preferences)
- ✔ **Check to see** if you have any “To-Do Tasks”, such as uploading dependent documentation, and that they’re completed via the homepage (Navigation: **[homepage URL]**)

Also, don’t forget you can download the Benefitplace™ app from the Google Play or the Apple App Store.

If you have issues accessing your benefits or have any questions about your benefits coverage, please call our benefits support staff at **[Support Phone]** between **[Support Hours]**.

We don’t want you to miss out on this opportunity to ensure you and any dependents that should be are covered!

All the Best,
Your Benefits Team

Enroll Now, Before it's Too Late!

Summary: Don't miss out on your benefit enrollments. You have five days left before you have to wait until next year to enroll.

Push Notification:

You have 5 days left to enroll. Don't miss out on benefits this year!

Text Message:

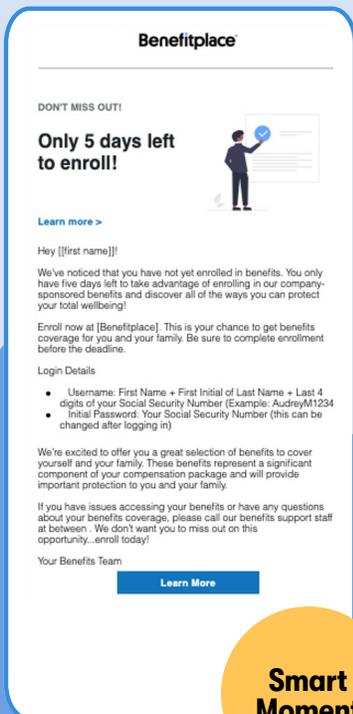
Time is ticking with only 5 days left to enroll. Don't miss out on benefits this year! [[Enroll Now]]

Email:

Subject: Enroll Now, Before it's Too Late!

We've noticed that you have not yet enrolled in benefits. You only have five days left to take advantage of enrolling in our company-sponsored benefits and discover all of the ways you can protect your total wellbeing!

Enroll now at **[Benefitplace]**. This is your chance to get benefits coverage for you and your family. Be sure to complete enrollment before the deadline.



Login Details:

Username: First Name + First Initial of Last Name + Last 4 digits of your Social Security Number (Example: AudreyM1234)

Initial Password: Your Social Security Number (this can be changed after logging in)

We're excited to offer you a great selection of benefits to cover yourself and your family. These benefits represent a significant component of your compensation package and will provide important protection to you and your family.

If you have issues accessing your benefits or have any questions about your benefits coverage, please call our benefits support staff at **[Support Phone]** between **[Support Hours]**.

We don't want you to miss out on this opportunity...enroll today!

All the Best,
Your Benefits Team



Reminder: Open Enrollment Ends Tomorrow

Summary: Don't forget to enroll - OE ends tomorrow!

Push Notification:

Tomorrow is your last chance to take advantage of our company benefits program. **[Enroll Now]**

Text Message:

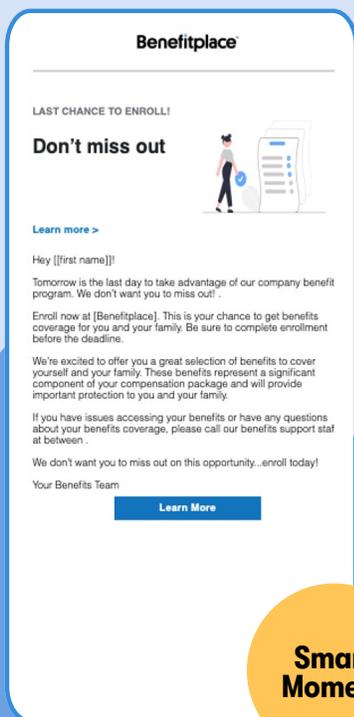
We don't want you to miss out on ensuring you and your family are covered. Tomorrow is the last day to enroll. **[Enroll Now]**

Email:

Subject: Reminder: Open Enrollment Ends Tomorrow

Tomorrow is the last day to take advantage of our company benefits program. We don't want you to miss out!

Enroll now at **[Benefitplace]**. This is your chance to get benefits coverage for you and your family. Be sure to complete enrollment before the deadline.



We're excited to offer you a great selection of benefits to cover yourself and your family. These benefits represent a significant component of your compensation package and will provide important protection to you and your family.

If you have issues accessing your benefits or have any questions about your benefits coverage, please call our benefits support staff at **[Support Phone]** between **[Support Hours]**.

We don't want you to miss out on this opportunity...enroll today!

All the Best,
Your Benefits Team



Last Chance to Enroll!

Summary: Last chance to enroll is today!

Push Notification:

Don't miss out on taking full advantage of the benefits available to you. Enroll before open enrollment ends at 11:59 p.m.

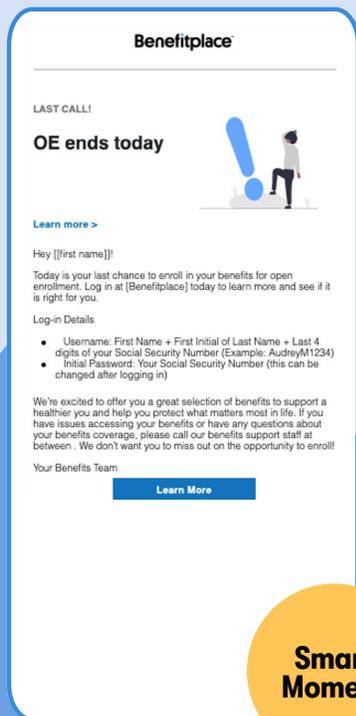
Text Message:

Last chance to enroll, before it's too late! You have until today at 11:59 p.m. to complete your benefit elections. Log in at **[homepage URL]** today!

Email:

Subject: Last Chance to Enroll!

Today is your last chance to enroll in your benefits for open enrollment. Log in at **[Benefitplace]** today to learn more and see if it is right for you.



Log-in Details:

Username: First Name + First Initial of Last Name + Last 4 digits of your Social Security Number (Example: AudreyM1234)

Initial Password: Your Social Security Number (this can be changed after logging in)

We're excited to offer you a great selection of benefits to support a healthier you and help you protect what matters most in life. If you have issues accessing your benefits or have any questions about your benefits coverage, please call our benefits support staff at **[Support Phone]** between **[Support Hours]**.

We don't want you to miss out on the opportunity to enroll!

All the Best,
Your Benefits Team



Open Enrollment Experience – Your Feedback Requested

Summary: We want to hear how your Open Enrollment went and what you think about your benefit options.

Push Notification:

Open enrollment has concluded – now it is feedback time! [\[Complete Survey\]](#)

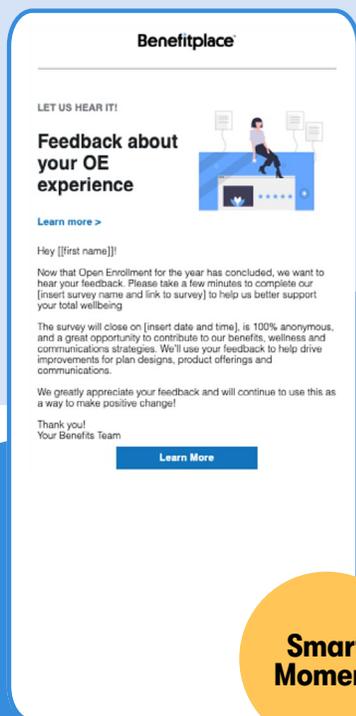
Text Message:

We value your feedback! Please take a few minutes to provide us with your feedback by completing [\[insert survey name and link\]](#).

Email:

Subject: Open Enrollment Experience – Your Feedback Requested

Now that Open Enrollment for the year has concluded, we want to hear your feedback. Please take a few minutes to complete our [\[insert survey name and link to survey\]](#) to help us better support your total wellbeing.



The survey will close on [\[insert date and time\]](#), is 100% anonymous, and a great opportunity to contribute to our benefits, wellness and communications strategies. We'll use your feedback to help drive improvements for plan designs, product offerings and communications.

We greatly appreciate your feedback and will continue to use this as a way to make positive change!

All the Best,
Your Benefits Team



Benefits that can change with you

Summary: Introducing year-round voluntary benefits and how to access them online of through the Benefitplace app.

Push Notification:

As your needs change, you can shop for benefits available year-round.

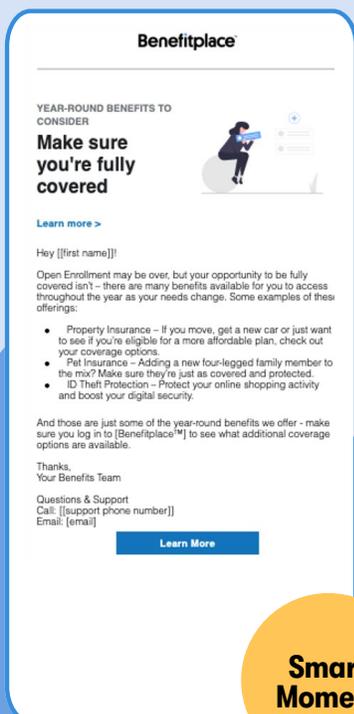
Text Message:

Open Enrollment is over but your opportunity to be fully covered isn't! There are many benefits, such as property insurance, pet insurance and identity theft protection available to you year-round. **[Shop Now]**

Email:

Subject: Benefits That Can Change with You

Open Enrollment may be over, but your opportunity to be fully covered isn't – there are many benefits available for you to access throughout the year as your needs change. Some examples of these offerings:



Property Insurance – If you move, get a new car or just want to see if you're eligible for a more affordable plan, check out your coverage options.

Pet Insurance – Adding a new four-legged family member to the mix? Make sure they're just as covered and protected.

ID Theft – Protect your online shopping activity and boost your digital security.

And those are just some of the year-round benefits we offer - make sure you log in to **[Benefitplace]** to see what additional coverage options are available.

All the Best,
Your Benefits Team

