

## 2018-2019 PRE-65 RETIREE OPEN ENROLLMENT INSTRUCTIONS - PLEASE READ CAREFULLY!

The 2018-2019 Pre-65 Retiree Open Enrollment is ONLY for retirees and their covered dependents who are under the age of 65 and are currently enrolled in UNM's medical and dental plans. For those Pre-65 retirees that are carrying 65+ dependents, be advised that the next Open Enrollment period for their coverage changes will be in Fall of 2018.

**All Open Enrollment change forms must be completed by the retiree, signed, dated, include all retiree and dependent information, current address, phone number, and email address, if applicable.**

**All required forms must be submitted (or post-marked) to the UNM Human Resources division by 5:00 p.m. on Friday, May 25, 2018 in order for changes to be effective July 1, 2018. Late or incomplete forms will not be processed.**

In addition, please follow the instructions below, depending on what type of change you would like to make to your coverage:

### **IF YOU ARE NOT ENROLLED IN MEDICAL OR DENTAL BENEFITS OR DO NOT WANT TO MAKE CHANGES TO YOUR CURRENT PLAN(S):**

No Action is required.

### **IF YOU ARE ENROLLED IN A MEDICAL OR DENTAL PLAN AND WANT TO CHANGE TO A DIFFERENT PLAN:**

1. Select CHANGE EXISTING MEDICAL/DENTAL PLAN and indicate which medical or dental plan you are electing.
2. If you have dependents on your current medical/dental plan and want to enroll them in the plan you are changing to, complete the Enrollees/Dependent information section of the enrollment change form with their information and include "Action" and "Mark Type of Coverage" for each enrollee (dependent).
3. Sign, date, and submit the 2018-2019 Open Enrollment Change Form to the HR Service Center by 5pm on May 25, 2018.

### **IF YOU ARE CANCELLING YOUR MEDICAL OR DENTAL PLAN\*:**

1. Select CANCEL EXISTING MEDICAL PLAN or CANCEL EXISTING DENTAL PLAN (or both, if applicable).
2. Sign, date, and submit the 2018-2019 Open Enrollment Change Form to the HR Service Center by May 25, 2018.

***\*IMPORTANT NOTE: If you cancel retiree medical and/or dental coverage, you may **NOT** enroll at a later time. Additionally, if you, as the retiree, cancel your coverage and you are covering a dependent, their coverage will be cancelled as well, regardless of their age.***

### **IF YOU ARE ADDING A DEPENDENT TO YOUR MEDICAL OR DENTAL PLAN:**

1. Select ADD DEPENDENT(S).
2. Select the appropriate plan under UNM MEDICAL PLAN SELECTION and/or DENTAL PLAN SELECTION.
3. Complete the Enrollees/Dependent information section of the Open Enrollment Change Form to include "Action" and "Mark Type of Coverage" for each enrollee (dependent).

***PLEASE NOTE: Dependents **MUST** enroll in the same plan as the pre-65 RETIREE.***

4. Submit the 2018-2019 Open Enrollment Change Form (signed and dated) to the HR Service Center by May 25, 2018.

***If you are adding dependents to Medical coverage, you will be required to submit proof documents to Alight Solutions' Dependent Eligibility Verification Center to validate eligibility for coverage. Social Security Numbers (SSN) will also be requested in order to meet Affordable Care Act/IRS reporting requirements. You will receive a letter from Alight Solutions, at a later date, with instructions on how and where to submit documents and SSNs. Failure to submit proof documents may result in cancellation of dependent coverage, and you may be required to repay the total cost of healthcare plan paid claims.***

### **IF YOU ARE DROPPING A DEPENDENT FROM YOUR MEDICAL OR DENTAL PLAN:**

1. Select CANCEL DEPENDENT(S).
2. Select the appropriate plan under MEDICAL PLAN SELECTION AND/OR DENTAL PLAN SELECTION.
3. Complete the Enrollees/Dependent information section of the 2017 Open Enrollment Change Form and include "Action" and "Mark Type of Coverage" for each dependent.
4. Sign, date, and submit the 2018 Open Enrollment Change Form to the HR Service Center by May 25, 2018.