

2009 OPEN ENROLLMENT CHECKLIST and INSTRUCTIONS

For 2009, do you plan on doing ANY of the following:

ACTION	YES	NO
Change your health plan (PPO to POS or POS to PPO)		
Add or increase employee optional life insurance		
Add or increase spouse optional life insurance		
Add or increase child optional life insurance		
Add or increase employee optional accidental death or dismemberment insurance		
Add or increase family optional accidental death or dismemberment insurance		
Contribute additional dollars to the HACC Plan above the \$750 provided by the college		
Contribute to the Dependent Care account		
Make changes to or update your dependent information		
Make changes to or update your beneficiaries		

IF YOU CHECKED “**YES**” TO ANY OF THE ABOVE, YOU WILL HAVE TO LOG ONTO STREAMLINK BETWEEN NOVEMBER 10th AND DECEMBER 1st TO MAKE THESE ELECTIONS.

If you forgot your StreamLink password, instructions for re-setting can be found on the intranet under the Human Resources link.

IF YOU CHECKED “**NO**” TO ALL OF THE ABOVE, DO NOTHING AND YOUR 2009 BENEFITS WILL REMAIN EXACTLY THE SAME AS THEY WERE IN 2008.