Open Enrollment Checklist 2024

As a state employee, your salary is just part of your total compensation. You have access to an incredible benefits package — including some of the best healthcare in the state. Every year, state of Oregon employees are required to make decisions about their benefits for the coming year. It is called "open enrollment" and we have put together a checklist to keep you on track.

☐ **1. Use the summary of benefits**

You know what you need out of your medical plan. Compare the available plans to find the best fit for you and your family.

https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/me5564_2024.pdf

☐ **2. Look up the details for plans and healthcare carriers**

Research and choose a healthcare plan for yourself and your family. You can find the details for plans and services in the 2024 PEBB (Public Employees' Benefits Board) Enrollment Guide.

https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/me5571_2024.pdf

☐ **3. Get the details on your costs**

Now that you have a better idea of what you and your family need for plans and services, it's time to find out how much this may cost. Visit the premium estimator tool for help.

https://pebbpremiumestimator.com/

☐ **4. Overwhelmed? Need a guide?**

You have so many benefits to consider that it might be overwhelming. If you need some guidance, the ALEX virtual benefits counselor tool can walk you through the process. Alex can help you figure out how much to set aside for FSAs.

https://www.myalex.com/pebb/2024#intro

☐ **5. Want to save money? Look into FSAs (Flexible Spending Accounts)**

Check out the ASI flex savings calculator to see how much you can save on doctor visits, prescription drugs, dental, vision, and dependent care expenses.

https://asiflex.com/Calculator.aspx?cc=AS&rn=2

☐ **6. Still have questions on some specifics?**

Contact PEBB with any detailed questions that you have between 8:00am and 6:00pm, Monday-Friday. (inquiries.PEBB@dhsoha.state.or.us or 503-373-1102.)

☐ **7. Review before you submit**

Review all your selections and any dependent information for accuracy before submitting your changes.