



2024 OPEN ENROLLMENT CHECKLIST



Dependent Verification

Complete Dependent Verification

If you are currently covering a Spouse/Domestic Partner, upload your prior year's Tax Return or a Recurring Household Bill as proof of your continued relationship. (See your OE Guide for details.)



Enrollment Steps

Enrollment Steps

Change or Confirm your Carriers and Dependents

Review Preliminary Elections

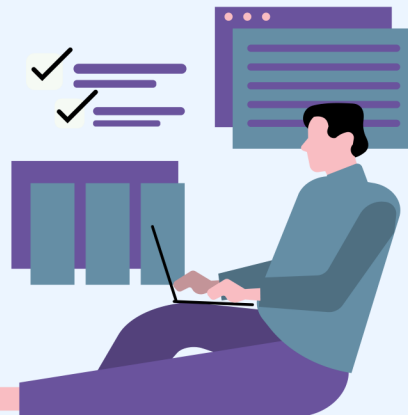
Review your Preliminary Elections Statement for accuracy.

Upload Proof Documents

Upload any required proof documents for newly enrolled Dependents.

Enrollment Approved

Once your Enrollment Steps have been approved, view your final Approved Confirmation Statement.



Wellness Steps

Wellness HCP Agreement

Review and Accept the 2024 Wellness Agreement

- Member
- Spouse/Domestic Partner (if currently covering)

GINA Authorization (Spouse Only)

Review and Accept the 2024 GINA (Genetic Information Nondiscrimination Act) Authorization.

Health Risk Questionnaire (HRQ)

- Member
- Spouse/Domestic Partner (if currently covering)

Kaiser HIPAA (If Applicable)

Are you currently Kaiser or enrolling for Plan Year 2024? The Kaiser HIPAA Authorization is required for everyone covered in your household age 18+. This allows you and your family to receive HRA credits, and allows Kaiser to send the TFO your Biometric information.

Biometric Test

Review your Biometric Instructions (PPO or HMO) and if applicable, upload your results.

- Member
- Spouse/Domestic Partner (if currently covering)

2024 Wellness Approved

Wellness Steps for your Family have been reviewed by the TFO and approved for the Wellness Program (HCP) for 2024.

