



Open Enrollment Checklist

Enrollment Steps

- Enrollment Steps**
Change or Confirm your Carriers and Dependents.
- Upload Proof Documents**
Upload any required proof documents for newly enrolled Dependents.
- Review Preliminary Elections**
Review your Preliminary Elections Statement to confirm your choices.
- Enrollment Approved**
Once your Enrollment Steps have been approved, view your final Enrollment Confirmation Statement.

Wellness Steps

If you want to participate in the Wellness Program (HCP) in 2025, you and your Spouse/Domestic Partner currently enrolled under your coverage (if applicable) must complete Wellness Steps, even if you are dropping them from your plan for 2025.

Wellness Health Care Partnership (HCP) Agreement

Review and Accept the 2025 Wellness Agreement

- Member**
- Spouse/Domestic Partner**
(if currently covered)

GINA Authorization

Review and Accept the 2025 GINA (Genetic Information Nondiscrimination Act) Authorization.

- Spouse Only**
The GINA Authorization must be submitted prior to the Biometric Test results. Without the GINA Authorization the Trust Fund Office cannot process your Spouse's Biometric Tests.

Health Risk Questionnaire (HRQ) Complete some questions about your health.

- Member**
- Spouse/Domestic Partner**
(if currently covered)

Kaiser HIPAA (If Applicable)

Are you currently enrolled in Kaiser or want to enroll in Kaiser for 2025? Completing the Kaiser HIPAA Authorization is required for Wellness Plan Participants to receive HRA credits and for the Trust Fund Office to receive your Biometric Test Results from Kaiser.

- Member**
- Spouse/Domestic Partner**
(if currently covered)
- Dependent Children (age 18+)**

Biometric Tests

Review your Biometrics Instructions (PPO or HMO) and complete tests if required.

- Member**
- Spouse/Domestic Partner**
(if currently covered)

Wellness 2025 Participation Approved

Wellness Steps for your Family have been reviewed by the Trust Fund Office and approved for participation in the Wellness Program (HCP) for 2025.