

## How can you prepare for this year's Open Enrollment?

- **Review your current benefit elections** and decide if they continue to meet your (and your family's) needs. You can view your current elections by navigating to *myUFL* > *Main Menu* > *My Self Service* > *Benefits* > *Benefits Summary*.
- **Review and update your address in ONE.UF.** Be sure to confirm your emergency contact information is up-to-date, too! Instructions found online [here](#).
- **Review and update your life insurance beneficiaries.** A toolkit for UF products is available at <https://benefits.hr.ufl.edu/my-benefits/enrollment/>. Resources for updating State beneficiaries are available through the [People First portal](#).
- **Review your Annual Benefits Statement from the state.** Statements are mailed in early October and will also be available through the People First portal.
- **Attend OE webinars and information sessions hosted by your benefits vendors and UF HR.**
- State plans: People First will have webinar information on their [website](#).
- UF Select & GatorCare plans: UF will schedule webinars through the UF HR website. Details on specific dates and topics will follow as we near OE.
- **Watch for further communications** in *UF at Work* and on the UF HR website.
- **Make your OE elections by 6 p.m. EST on November 6.** If possible, make your elections early in case you have questions or need assistance.

For questions and assistance regarding benefits, please email us at [ufcomjaxbenefits@jax.ufl.edu](mailto:ufcomjaxbenefits@jax.ufl.edu) and provide a brief detail of your inquiry or concern.