



Dear FirstFleet Employees and Spouses,

Welcome to Open Enrollment! It is time to focus on your benefits for 2019. Once again **Open Enrollment is October 1 to October 31**. We are pleased to announce several enhancements coming to your FirstFleet benefits plan. What do you need to do for Open Enrollment 2019?

1). Read your Open Enrollment Guide and understand the changes. Your Guide contains important information about the changes for 2019, as well as all of your existing benefits. Your Guide is meant for you to keep as a reference throughout the year.

- **New!** Vision enhancement allowing for Non-Prescription sunglasses
- **New!** Added Preventive Drug List to the HDHP that no longer requires meeting a deductible
- **No premium increases to HDHP, PPO 1 or dental benefits!**

2). Decide if you need to enroll. Open Enrollment is passive again this year. This means that you don't need to enroll unless you are making changes to your elections, electing a Flexible Spending Account, or opting out of coverage. **Don't forget! You have to re-enroll in your Flexible Spending Account every year.**

3). Enrollment is Easy! There are 3 different ways to participate in benefit enrollment this year.

- Go to firstfleetinc.com/openenrollment.aspx to access your self-service portal and follow the steps to enroll. There you can access your current benefit information and complete your benefit enrollment.
- Call **1-866-824-2534**, starting October 1ST, Mon. through Fri. from 8 a.m. to 8 p.m. EST. A Colonial Life Customer Service Representative will be available to answer questions, review plans or complete the enrollment process for you, if needed.
- Meet with a Benefit Specialist during On-Site meetings scheduled at many of the terminals. Your Benefit Specialist will be glad to answer questions, help you compare plans and assist you in the enrollment process. Be sure to see your Terminal Manager for a local schedule and reserve your appointment.

4). Verify your Dependents. We will be using our dependent verification partner, HMS, to verify all new dependents that are enrolled during this Open Enrollment. If you add new dependents you will need to provide specific documentation (e.g. birth certificate, marriage certificate, financial document) to verify that your dependents meet the plan's eligibility requirements to remain enrolled. You will receive an email from FirstFleet@AuditOS.com within 1 week of making your benefit elections. It is important to note that you will have 30 days to send in your verification documents to either <https://auditos.com> or fax to **1-877-223-8478** to ensure that your dependents stay on their newly elected coverage.

Remember, Open Enrollment is Oct. 1 through Oct. 31! Please review all of your materials included in this packet so you can decide if you need to complete Open Enrollment for 2019. And be sure to visit the **Benefit Enrollment** located in the HR Tile on your FirstFleet portal. You will find even more valuable resources to help you and your family get the most from all of your benefits.

Sincerely,

FirstFleet HR Team