

90-DAY OPEN ENROLLMENT ROADMAP

Follow this roadmap to prepare for plan renewals and getting employees enrolled.

90+ Days Out

INSPECT THE VEHICLE

If it's been a while since you've reviewed your benefits, this is a good time to look under the hood.

- Evaluate past plan performance with your broker
- Gather employee feedback on benefits, perks, and communication preferences

60 Days Out

PERFORM A TUNE-UP

Finalize plan design and budget. Then prepare for open enrollment.

- Finalize plan design, benefit offerings, and budget
- Test and update enrollment systems

30 Days Out

MAP THE ROUTE

Remind employees of available resources as they finalize their elections.

- Announce enrollment dates, provide benefits guides, and/or open enrollment FAQ meeting
- Send regular reminders plus a final alert the day before the deadline

Open Enrollment

HIT THE OPEN ROAD

Employees are now in the driver's seat. Support them as they make their benefit elections.

- Remind managers to communicate with their teams
- Be available to help with employee questions
- Remind employees of available resources as they finalize their elections

Post-Open Enrollment

PARK & CHECK THE TIRES

Review elections, finalize documentation, and confirm you're meeting compliance requirements.

- Check enrollment data for missing or incorrect info
- Submit forms to the carrier
- Ensure you follow all provisions that may affect your plan and employees

Getting through open enrollment is easier with the right navigator.

LewerBenefits provides the tools, expert guidance, and personalized support you need to confidently manage your benefits strategy.

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