

Open Enrollment

Checklist

During open enrollment, focus on regular communications sent through multiple channels.

- Send regular communications through multiple channels to drive engagement and action**
 - Focus messaging one simple action employees can take each day
- Position benefits offerings as resources for employees**
 - Focus on how they help employees build their health and financial wellness and plan for the future
- Make an employee open enrollment to do list**
- Ensure employees know who to contact about any benefits and plan changes questions**
- Countdown until the end of open enrollment**
- Host regular in-person and/or virtual information sessions and drop-in virtual office hours**
- Host your broker or benefits provider for an “ask me anything” session and to review plan options**
 - Employees want to hear from an outside, subject matter expert

About Lively

Lively is the benefits services provider that gets it right. Working with a provider like Lively, which emphasizes easy-to-use technology, in-product employee education, and unparalleled customer service for HR team members and employees can increase employee engagement with benefit offerings.

Lively offers HSAs, FSAs, HRAs, LSAs, Medical Travel Accounts, and COBRA. We can help you design the most impactful plan for your organization and budget so that you can deliver the support your employees need to be their most productive selves at work. To learn more visit livelyme.com or reach out to us at sales@livelyme.com.

