

Open Enrollment ^[1]



FORMOR

VOIR

A few quick things to know:

- **Passive enrollment:** If you would like to keep the same benefit choices, no action is required and you will be automatically re-enrolled. If you want to make a change, we'll provide many ways to learn about and compare plans.
 - **There's one exception:** You must actively enroll in Health Care and Dependent Care Flexible Spending Accounts (FSA) for plan year 2024-2025.
- **Now is a good time to consider other benefits:** Do you need to update your beneficiaries, enroll in or adjust [voluntary retirement contributions](#) [2], enroll in a [Health Savings Account](#) [3] or make changes to your [life insurance policies](#) [4]? Even though you can do these things any time, Open Enrollment is a great time to take a closer look.
- **How to enroll:** You will make your Open Enrollment changes in the portal using the benefits enrollment tool. If you need a login or have access issues, visit our [enrollment tool access page](#) [5].

Before Open Enrollment begins, complete three quick tasks to prepare:

#1: Make sure your contact information is up to date

Before, during and after Open Enrollment, we'll send employees postcards, important disclosures and plan information in the mail, so this is a good time to confirm your mailing address is correct in the employee portal.

You'll also want to confirm your phone number is correct — the enrollment tool requires dual factor authentication, and having a correct phone number on file will help ensure that you're able to verify your access quickly and efficiently.

Check your contact information through the employee portal.

1. Log in to the [employee portal](#) [6].
 2. Click the **CU Resources** tab. (If you are a CU System Administration employee, skip this step.)
 3. Open the CU Resources Home dropdown menu and select **My Info and Pay**.
 4. Select **Contact Details** to view your contact details and make any needed changes.
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#2: Look up your current plans

Prepare your roadmap ahead of time by comparing your current coverage and think about your needs. To get started, look up your current plans and check your dependents.

1. Log in to [my.cu.edu](#) [6].
2. Click the **CU Resources** tab. (If you are a CU System Administration employee, skip this step.)
3. Open the CU Resources Home dropdown menu, and select **Benefits & Wellness**.
4. Select **Benefits Summary**. Your benefits for the current plan year will display.

Update life insurance: Select Review from the Benefits Summary page for the policy you

want to change and you'll be able to update the beneficiary or beneficiary designation for that policy.

Add or remove a dependent: Reach out to the Employee Services Benefits team at benefits@cu.edu ^[7] or call 303-860-4200, option 3, to discuss possible changes during Open Enrollment or a qualifying life event.

#3: Sign up for Open Enrollment text reminders

Don't miss your window to enroll in, update or change your health coverage. Sign up to receive Open Enrollment text reminders via RAVE Alerts. These alerts must be opted into, so make sure you sign up even if you already receive emergency alerts and IT outage notices from CU.

Once you enroll in these optional reminders, you'll get three brief text messages each year during Open Enrollment reminding you to take action before it's too late.

Sign up for reminders before enrollment begins. ^[8]

Click an item below to access important resources





DIGITAL DELIVERY

[10]

Groups audience:

Employee Services

Right Sidebar:

ES: Benefits - Contact Information

Source URL: <https://www.cu.edu/employee-services/open-enrollment>

Links

[1] <https://www.cu.edu/employee-services/open-enrollment> [2] <https://www.cu.edu/employee-services/benefits-wellness/current-employee/retirement-plans/voluntary-retirement-savings>
[3] <https://www.cu.edu/employee-services/health-care-fsa> [4] <https://www.cu.edu/employee-services/life-insurance-1> [5] <https://www.cu.edu/employee-services/benefits-enrollment-tool-access-help>
[6] <https://my.cu.edu> [7] <mailto:benefits@cu.edu> [8] <https://www.cu.edu/uis/uis-service-desk/emergency-alerts> [9] <https://www.cu.edu/employee-services/open-enrollment/benefits-enrollment-tool-access>
[10] <https://www.cu.edu/employee-services/digital-delivery-0>