Get ready to roll for 2024 Open Enrollment [1]

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Kicking off a road trip requires more than a destination, and preparing for CU's annual Open Enrollment can go more smoothly when you give your contact and coverage details a quick check.

This year's Open Enrollment runs April 22 – May 10 [3], and all benefits-eligible employees will have the opportunity to change their health plan enrollments, modify optional insurance policies and add or remove dependents.

Before we hit the road, take the time to check the vital information and to compare your current health plan and insurance enrollments to keep you and your family on the best route.

Check your contact information

During Open Enrollment, we'll send employees postcards and important disclosures 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 ensure that you're able to enroll quickly and efficiently.

Check your contact information through the employee portal.

1. Log in to the **employee portal** [4].
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.

Check your current enrollments and dependents

During Open Enrollment, you can make needed changes to your medical, dental and vision plans as well as optional coverage such as short-term disability insurance.

Remember, while you can update some components of your benefits in response to qualifying life events throughout the year, in most cases, you can only change your health plans during

Open Enrollment. Prepare your roadmap ahead of time by comparing your current coverage to your actual needs.

Take the time to look up your current plans and check your dependents in the employee portal.

1. Log in to the **employee portal** [4].
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**.
5. Your benefits for the current plan year will display, along with dependents and beneficiaries. Press the **Review** button for each plan to see additional details.

For life insurance plans, you can update your beneficiaries or change beneficiary designations. Select Review from the Benefits Summary page for the policy you want to change and then you'll be able to update the beneficiary or beneficiary designation for that policy.

If you need to add or remove a dependent, reach out to the Employee Services Benefits team at benefits@cu.edu [5] or call 303-860-4200, option 3, to discuss possible changes in response to a qualifying life event.

Check out this reminder tool and sign up

You can sign up to receive three brief Open Enrollment text message reminders to enroll.

These alerts are separate from the emergency alert and IT alert systems. Sign up for Open Enrollment RAVE Alerts [6] to make sure you don't miss your deadline to complete your enrollment.

Anthem [7], CU Health Plans [8], Kaiser [9], Delta Dental [10], CVS [11]
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