Take some time to learn about all of the benefit options that are available to you. Read this 2019-20 Benefits Guide carefully as you consider your plan choices. Emory provides a variety of tools and resources to help you make your benefits decisions. These tools can be accessed online at [www.hr.emory.edu/mhsenrollment](http://www.hr.emory.edu/mhsenrollment).

New hires only, decide if you want to enroll in a Flexible Spending Account (Healthcare and/or Dependent Day Care). Your FSA election will be for July 1, 2019 through December 31, 2019 only. You will be given the option to re-elect in the fall for the 2020 calendar year.

Actively enroll online through Self-Service ([http://leo.cc.emory.edu](http://leo.cc.emory.edu)) during the enrollment period: May 28 through June 7, 2019. Changes are effective on July 1, 2019. If you are currently enrolled in benefits and don’t participate in annual enrollment, your current coverage will roll over.

Complete the tobacco surcharge certification, if not already done.

Review your beneficiary(ies). Make any necessary updates to ensure the accuracy of your beneficiary information for life insurance and accidental death and dismemberment insurance.

Once you have completed your enrollment online, save or print a copy of your confirmation statement, review it for accuracy, and retain it for your records. The Benefits and Work Life Department will not mail confirmations to your home address so this is your only record of your enrollment.

Verify your 2019-20 benefits elections after Friday, June 14, 2019 by reviewing your Benefits Summary in Self-Service ([http://leo.cc.emory.edu](http://leo.cc.emory.edu)). You will receive an email reminder. If you notice any errors, notify the Benefits and Work Life Department immediately at 404-727-7613. After July 1, 2019, most elections cannot be changed except within 31 days of a family status change.