

Open Enrollment Administration

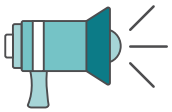
MESSA's open enrollment administration provides everything you need to complete your annual open enrollment from start to finish. This service can be customized to provide the level of support you want. You can maintain control over all aspects of your open enrollment or you can let MESSA handle everything for you.

Here's what we can do for you:



Set up open enrollment:

- Set up each of your benefit classes and appropriate plan types
- Select the employee groups eligible for open enrollment
- Enter the effective dates of your open enrollment period in our online enrollment system



Provide communication materials:

- Announcement poster and flyer
- Electronic benefits booklet and user guide for each of your employee groups
- Announcement, reminder and confirmation emails



Enter costs:

- Set up our system so that employees and/or the employer's monthly (or pay period) costs are displayed during open enrollment



Reporting:

- Provide a report that shows all the changes made during open enrollment
- Send confirmation statements to your employees showing the benefits they chose
- Monitor your open enrollment while it is happening via the "Open Enrollment Dashboard" on the benefits website
- Generate a detailed report with employees' open enrollment status



On-site open enrollment meetings:

- Come to your location to help your employees complete open enrollment
- Bring mobile hotspots to allow your employees to connect wirelessly to the internet

For more information, visit the Business Administration Center at messa.org. To get started with this service, you can call us at **888-888-4167 ext. 5517** or email us at messabenefitsadministration@messa.org.