

Enrollment To-Do List



Paperwork is due within 30 days of your eligibility date

- Employee Benefit Enrollment Form.**
All employees must complete this form, even if you are waiving coverage.

- Complete RGA's online health questionnaire to qualify for the wellness discount (\$12.50/paycheck).**
You must complete the questionnaire within 90 days of your benefit eligibility date to qualify. Log in to your myRGA portal and click on Wellness Hub to access the questionnaire. Notify HR once completed.

- Dependent eligibility verification, if you want to enroll any dependents.**
You must provide proof that your dependents are eligible. Refer to the list of required documents on page 3 of the Benefit Guide in your packet.

- Allegiance FSA Enrollment Form, if you want to enroll in a Flexible Spending Account (FSA) for 2023.**
If you are enrolling in the Health Savings Plan you can open a Limited Purpose FSA or Day Care FSA. If you want a Limited Purpose FSA, complete the Allegiance Limited Purpose FSA Enrollment Form.

- Mutual of Omaha Enrollment Form, if you want to enroll in Supplemental Life and/or Voluntary Accidental Death and Dismemberment coverage.**
You will need to submit an Evidence of Insurability (EOI) Form if you elect coverage over the guarantee issue amount (\$200,000 for employees and \$30,000 for spouses). If you need to submit an EOI Form, please request one from HR. Your coverage will be limited to the guarantee issue amount until Mutual of Omaha approves your EOI Form.

If you don't enroll now – when you are first eligible – you will need to submit an EOI Form for any future coverage amount.

All forms must be returned to HR within 30 days of your eligibility date.