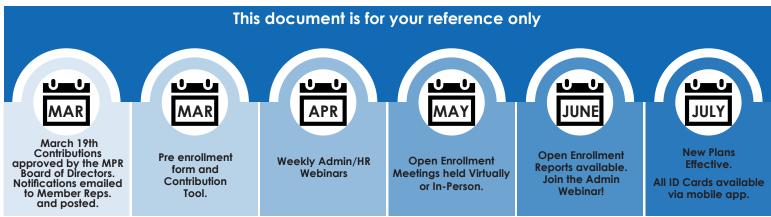


# OPEN ENROLLMENT CHECKLIST 2025-2026

Midwest Public Risk 19400 East Valley View Pkwy Independence, MO 64055

mprisk.org | 816.292.7500 MPRBenefits.com



## Open Enrollment Planning: allow 10-14 business days for MPRBenefits.com updates

- Determine plan(s) to be offered. Refer to Menu of Plans.
- Determine Employer contribution for health, dental & vision plans.
- □ Obtain your Board approval, if necessary.
- □ Complete the Pre-Enrollment Form and Contribution Tool, return via email to Benefits@mprisk.org.
- Schedule enrollment meetings; Virtual or In-Person.
- □ Distribute Employee announcements/materials to current Employees, COBRA participants and Retirees. Please copy your MPR Benefits Consultant.
- Review your 7/1/2025 contributions at MPRBenefits.com/Benefits/Plan Info and approve. (Date may vary based upon Receipt of Pre-Enrollment Form).
- MPRBenefits.com: MPR will post a list of employee usernames, allowing you to assist employees with resetting their password, if necessary.
- MPRBenefits.com: MPR will post current census of covered employees and elections to your document center. This census should be compared with your internal records.

#### Prior to May 30th

- □ Conduct your Open Enrollment meeting(s).
- All eligible Employees must elect, confirm or waive benefits at MPRBenefits.com for Open Enrollment. If adding new dependents, documentation on BSC is required and update personal data.
- □ If you are offering a plan with an HSA for the first time, notify your administrator, if applicable, to update your plan document.
- Decide if you want to use MPRBenefits.com for HSA elections or a manual process.
- Review and approve dependent eligibility verification documentation.

#### June

- ☐ Your annual election Payroll Report will be posted on June 12th. Please contact MPR if this date does not work for you.
- Run Open Enrollment Status Report to determine if all Employee elections are complete.
- ☐ Check trial bill for Open Enrollment changes.
- New HSA account numbers with Optum Bank will be posted to your Document Center in MPRBenefits.com.
- Reminder: New HSA plan participants will receive a new Welcome Packet and debit card at their home address.

### July

- Medical Card (plan changes only)
- Pharmacy Card (plan changes only)
- Dental Card (plan changes only)
- Vision Card (online only)