



OPEN ENROLLMENT CHECKLIST 2025-2026

Midwest Public Risk
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Independence, MO 64055

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MPRBenefits.com

This document is for your reference only

MAR

March 19th
Contributions
approved by the MPR
Board of Directors.
Notifications emailed
to Member Reps.
and posted.

MAR

Pre enrollment
form and
Contribution
Tool.

APR

Weekly Admin/HR
Webinars

MAY

Open Enrollment
Meetings held Virtually
or In-Person.

JUNE

Open Enrollment
Reports available.
Join the Admin
Webinar!

JULY

New Plans
Effective.
All ID Cards available
via mobile app.

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)