



Before Open Enrollment:

- Visit maricopa.gov/Open-Enrollment to review benefit changes.
- Attend an Open Enrollment webinar.
- Review informational videos:
 - ✓ [Benefits 101](#)
 - ✓ [Understanding the High Deductible Health Plan?](#)
 - ✓ [What is a Health Savings Account \(HSA\)?](#)
- Log into the Benefitsolver enrollment system at benefits.maricopa.gov to review your Benefit Summary.
- Compare options to decide which ones are best for you.
- If enrolling in the Cigna HMO Plan for the first time, select a Primary Care Physician (PCP) from the Cigna Medical Group network at cigna.com.
- If enrolling in the Cigna Pre-Paid Dental Plan for the first time, select a [Primary Care Dentist \(PCD\)](#) before making your elections.
- Gather documentation (i.e., marriage certificate, birth certificate, most recent tax return) for Verification of newly- added dependents.*

During Open Enrollment:

- Access the BenefitSolver enrollment system at benefits.maricopa.gov starting April 11, 2022.
- Make any plan elections or changes you need for July to December 2022 – Be sure to elect medical, dental and vision coverage! Re-enroll your dependents. Coverage does not rollover.
- Select a contribution amount if you are electing a Flexible Spending Account or Health Savings Account.
- Once you have reviewed your elections and they are accurate, click “Approve” and then select “I Agree” to submit your enrollment.
- If applicable, upload documentation required for verification of any newly-added dependents*.
- Complete your elections by **May 6, 2022 at 5:00 pm** Arizona time.
- Print a copy of your Open Enrollment Benefit Summary** for your records.

After Open Enrollment:

- If you added new dependents to coverage upload verification documentation and respond no later than **May 25, 2022***.
- Failure to respond or provide sufficient proof of eligibility will result in your dependent(s) not being enrolled in coverage*.
- Securian Life Insurance will mail you a letter with instructions on how submit an Evidence of Insurability form for life insurance.
- Review your Open Enrollment Benefit Summary in the Benefitsolver enrollment system at benefits.maricopa.gov to know which benefits you elected from July to December 2022.
- Print a copy of your confirmation statement** for your records once you receive notification from Benefitsolver that the confirmation is available.

***Note:** Dependents who have previously been approved as eligible for coverage **AND** who had coverage (medical, vision, and/ or dental) in Plan Year 2021-2022 will not be re-verified.