



OPEN ENROLLMENT GUIDE

v1 | 2022

CONGRATULATIONS ON YOUR NEW BENEFITS, AND WELCOME TO OPEN ENROLLMENT!

Now that you have selected your plan(s), it is time to offer them to your employees.

To build awareness, we suggest using multiple forms of communication, including text, postcards, emails, breakroom posters, or other methods you rely upon to communicate with your team members.

Don't worry. Whether you're new to providing benefits or an old pro, the checklist below will provide you with the tools you need for a successful open enrollment.

Remember: every full-time employee must select a plan or waive coverage for the year. As a DSPBC Client, your portal will record coverage and waivers for you and provide the necessary documentation for the Transportation Risk and Compliance (TRC) team.

dspbenefits.com

OVERVIEW

Let's get started. For a successful enrollment, you'll need to do the following DSP Action Items:

Provide Decisely with the emails and phone numbers of your employees.

- Please check and verify that your employees' contact information (email & phone number) in the system is correct. This is how we will communicate with your employees.
 - To review, go to App.decisely.com > reports > employee directory. If you need to update any information, please contact your account manager.
- If you prefer to send the communication yourself, you can find a copy of the emails/texts in this guide.

Print the Open Enrollment collateral - you will find "print-ready" files in the links below.

Display your Open Enrollment posters (with correct dates) in prominent areas.

Distribute "Open Enrollment business cards" to employees.

Schedule Benefits Webinar(s)

- Contact your open-enrollment specialist if you prefer "live" webinar(s)

Here's what we will be doing to support your successful enrollment:

DSP Benefit Center Action Items

Before/During Open Enrollment

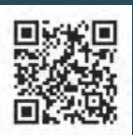
- Send open enrollment communication
- Host benefits webinar(s)

After Open Enrollment

- Open Enrollment Survey
- Email(s) on how employees can access and use their new benefits

Toolkit

- Open Enrollment Email / Text Communication
- Business Cards
- Display Station Poster(s)
- Open Enrollment Video



Scan to watch a guide to Open Enrollment!

COMMUNICATIONS

SAVE THE DATE

Short Notification:

Get ready! Open enrollment starts [insert date].

Text Message:

It's almost time to enroll in your benefits! Open enrollment starts [insert date].

Email:

Subject: Open Enrollment Starts [insert date]



Open Enrollment Starts [insert date]

Greetings [first name]!

The opportunity to enroll in your benefits is just around the corner!

Open enrollment will start [insert date] and will end [insert date].

We're looking forward to helping you make the best benefit decisions for you and your family, so you get the most value out of your plan.

Best wishes!
Your DSPBC Benefits Team

Greetings [first name]!

The opportunity to enroll in your benefits is just around the corner!

Open enrollment will start [insert date] and will end [insert date].

We're looking forward to helping you make the best benefit decisions for you and your family, so you get the most value out of your plan.

Best wishes!
Your DSPBC Benefits Team

OPEN ENROLLMENT STARTS NEXT WEEK

Short Notification:

Open Enrollment is here!

Text Message:

Open Enrollment is here – get ready! Click here to watch a quick video on your plan enrollment.

Email:

Subject: Open enrollment is here!



Open Enrollment Starts in one week!

Hello [\[first name\]](#),

During open enrollment, you'll select your healthcare coverage and other benefits. Your medical plan determines your healthcare experience for the next year, so it's an important decision. We're here to help guide you through the enrollment process.

To enroll: Go to app.decisely.com and use your email address to set up an account.

If you've got questions and 2 minutes, [click here](#) to watch a video to learn more about enrollment.

Best regards,
Your DSPBC Benefits Team

Hello [\[first name\]](#),

During open enrollment, you'll select your healthcare coverage and other benefits. Your medical plan determines your healthcare experience for the next year, so it's an important decision. We're here to help guide you through the enrollment process.

To enroll: Go to app.decisely.com and use your email address to set up an account.

If you've got questions and 2 minutes, [click here](#) to watch a video to learn more about enrollment.

Best regards,
Your DSPBC Benefits Team

FOR TWO WEEKS ONLY: OPEN ENROLLMENT

Short Notification:

Open enrollment is here! Log in at app.decisely.com to get started.

Text Message:

Your opportunity to enroll in benefits for the upcoming year is now - you have two weeks to complete enrollment. Don't miss your opportunity!

Email:

Subject: Open enrollment has officially started. This is your once-a-year opportunity to elect your benefits.



Open Enrollment Starts today!

Greetings [first name]!

Open enrollment has officially started, and *action is required on your part. You must either select or waive benefits for the next year.*

The deadline to enroll or waive is [insert date].

To enroll: Go to app.decisely.com and use your email address to set up an account.

Have questions? [Click here](#) for a quick video overview of the process.

Best regards,
Your DSPBC Benefits Team

Greetings [first name]!

Open enrollment has officially started, and *action is required on your part. You must either select or waive benefits for the next year.*

The deadline to enroll or waive is [insert date].

To enroll: Go to app.decisely.com and use your email address to set up an account.

Have questions? [Click here](#) for a quick video overview of the process.

Best regards,
Your DSPBC Benefits Team

OPEN ENROLLMENT ENDS SOON

Short Notification:

Action is required! Select benefits or waive coverage.

Text Message:

Action is required! You must either select benefits or waive coverage by [DATE]. Click here to complete the process.

Email:

Subject: Open enrollment ends [insert date] — have you enrolled yet?



Open Enrollment ends [date] - have you enrolled yet?

Greetings [first name]!

Your open enrollment window closes on [insert date]. Those who do not enroll by this date will not have insurance coverage for the next year.

To enroll: Go to app.decisely.com and use your email address to set up an account.

If you've already made your decisions and are confident with your choices, you have nothing left to do.

If you haven't completed the enrollment process yet or are unsure about your options, please feel free to reach out with questions at [insert email].

Please Note: Action is required! You must either select or waive benefits.

Greetings [first name]!

Your open enrollment window closes on [insert date]. Those who do not enroll by this date will not have insurance coverage for the next year.

To enroll: Go to app.decisely.com and use your email address to set up an account.

If you've already made your decisions and are confident with your choices, you have nothing left to do.

If you haven't completed the enrollment process yet or are unsure about your options, please feel free to reach out with questions at [insert email].

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Best regards,
Your DSPBC Benefits Team

ENROLL NOW BEFORE IT'S TOO LATE

Short Notification:

You only have a couple days left to enroll. Don't miss out on coverage this year!

Text Message:

Time is ticking with only have a couple days left to enroll. Don't miss out on benefits this year!
Click here to enroll now!

Email:

Subject: You have five days left to enroll. Don't miss out on benefits this year!



You have 5 days left to enroll. Don't miss out on benefits this year!

We've noticed that you have not yet logged in to enroll or waive benefits. You have a few days left to take advantage of enrolling in our company-sponsored benefits and discover all the ways you can stay healthy!

[Click here](#) to enroll now. This is your chance to get health insurance coverage for you and your family. Be sure to complete enrollment before [\[insert date\]](#).

We're excited to offer you a great selection of plans to cover yourself and your family. These benefits represent a significant component of your compensation package and provide important protection to you and your family.

Please Note: Action is required! You must either select or waive benefits.

We've noticed that you have not yet logged in to enroll or waive benefits. You only have a couple days left to take advantage of enrolling in our company-sponsored benefits and discover all the ways you can stay healthy!

Click here to enroll now. This is your chance to get health insurance coverage for you and your family. Be sure to complete enrollment before [\[insert date\]](#).

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Please Note: Action is required! You must either select or waive benefits.

Best regards,
Your DSPBC Benefits Team

ENROLLMENT CLOSES TOMORROW

Short Notification:

Tomorrow is your last chance to take advantage of your company benefits program.

Text Message:

Don't miss out on ensuring you and your family are covered. Tomorrow is the enrollment deadline. app.decisely.com

Email:

Subject: Reminder: Open Enrollment Ends Tomorrow



Reminder: Open Enrollment Ends Tomorrow!

Tomorrow is the last day to take advantage of your company benefits program. Don't miss out!

[Click here](#) to enroll now.

This is your chance to enroll in coverage for you and your family for the next year. Be sure to complete enrollment before the deadline. We're excited to offer you a great selection of plans to help keep you and your family healthy.

Please Note: Action is required! You must either select or waive benefits by the deadline.

Best regards,
Your DSPBC Benefits Team

Tomorrow is the last day to take advantage of your company benefits program. Don't miss out!

[Click here](#) to enroll now.

This is your chance to enroll in coverage for you and your family for the next year. Be sure to complete enrollment before the deadline. We're excited to offer you a great selection of plans to help keep you and your family healthy.

Please Note: Action is required! You must either select or waive benefits by the deadline.

Best regards,
Your DSPBC Benefits Team

LAST CHANCE TO ENROLL

Short Notification:

Don't miss out on taking full advantage of the benefits available to you.

Text Message:

Last chance to enroll! You have until today at 11:59 p.m. to select and enroll in your benefits. Click here to log in today!

Email:

Subject: Reminder! Today is your last chance to enroll in benefits.



Reminder! Today is your last chance to enroll in benefits.

Today is your last chance to enroll in your benefits for open enrollment. Log in [HERE](#).

Please Note: Action is required! You must either select or waive benefits by the deadline.

Best regards,
Your DSPBC Benefits Team

Today is your last chance to enroll in your benefits for open enrollment. Log in [HERE](#).

Please Note: Action is required! You must either select or waive your benefits.

Best regards,
Your DSPBC Benefits Team

OPEN ENROLLMENT EXPERIENCE

Short Notification:

Open enrollment has concluded – tell us how we did! [Complete Survey]

Text Message:

We value your feedback! Please take a few minutes to provide us with your feedback by completing [insert survey name and link]

Email:

Subject: We value your feedback.



You have 5 days left to enroll. Don't miss out on benefits this year!

Greetings [first name]!

Now that Open Enrollment is ended, we want to hear your feedback. Please take a few minutes to complete our [survey name and link to survey] to help us better support your total wellbeing.

The survey will close on [insert date and time], is 100% anonymous, and is a great opportunity to contribute to your benefits and wellness strategies.

We'll use your feedback to help drive improvements for your insurance plans, product offerings, and communications. We appreciate your feedback!

Best regards,
Your DSPBC Benefits Team

Greetings [first name]!

Now that Open Enrollment is ended, we want to hear your feedback. Please take a few minutes to complete our [survey name and link to survey] to help us better support your total wellbeing.

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BUSINESS CARD

Click here to download a copy for print!

We recommend you print and hand out for easy access to the online portal. There are 4 options to choose from.



OPEN ENROLLMENT IS HERE.

No-costs on most routine care and generic prescriptions.
Just a few reasons to take a look!

dspbenefits.com

Action Required: Scan the QR code to login and select or waive healthcare coverage.

POSTER(S)

Click here to download a copy for print!

We recommend you print and hang in prominent areas.



The poster features a dark blue header with the DSP logo (Delivery Service Partners) and the Benefits Center logo. A QR code is located in the top right corner. The main text reads: "YOUR ANNUAL BENEFITS ARE HERE, AND ACTION IS REQUIRED! Employees must select or waive coverage during Open Enrollment." Below this is a section titled "Health benefits you can actually use!" which lists "No hidden costs. No surprise bills. No-Cost Services" followed by a checklist of services: Primary care, Preventive care, Specialist visit, Urgent care visit, Labs & imaging, Generic prescriptions, and Online care with MDLIVE®. The "IMPORTANT DATES*" section includes two blue boxes for "Enrollment Begins" and "Enrollment Ends". The footer contains the website "app.decisely.com" and "dspbenefits.com".

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DELIVERY SERVICE PARTNERS

benefits
CENTER



YOUR ANNUAL BENEFITS ARE HERE, AND ACTION IS REQUIRED!
Employees must select or waive coverage during Open Enrollment.

Health benefits you can actually use!

No hidden costs. No surprise bills.
No-Cost Services

- Primary care
- Preventive care
- Specialist visit
- Urgent care visit
- Labs & imaging
- Generic prescriptions
- Online care with MDLIVE®

IMPORTANT DATES*

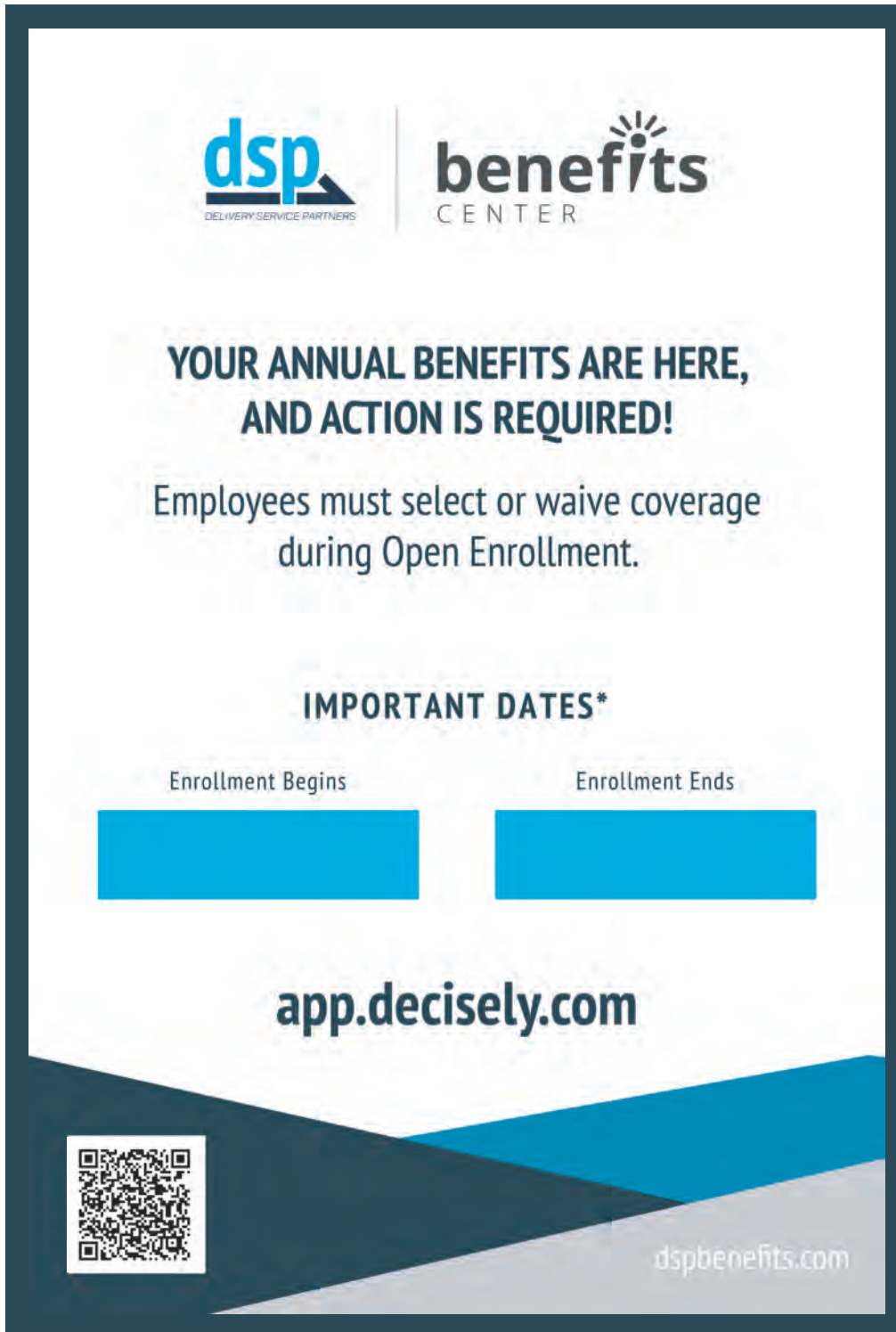
Enrollment Begins

Enrollment Ends

app.decisely.com
dspbenefits.com

POSTER (CONTINUED)

Click here to download a copy for print!



The poster features the DSP logo (Delivery Service Partners) and the Benefits Center logo at the top. The main message is "YOUR ANNUAL BENEFITS ARE HERE, AND ACTION IS REQUIRED!" followed by "Employees must select or waive coverage during Open Enrollment." Below this is a section titled "IMPORTANT DATES*" with two blue boxes for "Enrollment Begins" and "Enrollment Ends". The website "app.decisely.com" is prominently displayed. A QR code is located in the bottom left corner, and "dspbenefits.com" is in the bottom right corner.

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DELIVERY SERVICE PARTNERS

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**YOUR ANNUAL BENEFITS ARE HERE,
AND ACTION IS REQUIRED!**


Employees must select or waive coverage
during Open Enrollment.

IMPORTANT DATES*

Enrollment Begins

Enrollment Ends

app.decisely.com



dspbenefits.com

OPEN ENROLLMENT VIDEOS

Click the video to learn more about the enrollment process.

