

Open Enrollment ^[1]



ASSEMBLE A WINNING BENEFITS ROSTER.

Score your coverage from April 2

Open Enrollment: Get ready for kickoff

- **CU Health Plan – Extended enrollees must take action:**
 - CU Health Plan – Extended will be discontinued due to unsustainable rising plan costs.
 - During Open Enrollment, current CU Health Plan – Extended enrollees must select a new medical plan in order to maintain medical coverage for plan year 2025-2026. Failure to enroll in a new medical plan will result in waived medical coverage for the new plan year.
 - Employee Services will provide resources, in-person events and other assistance to help employees choose a new plan. Watch for upcoming emails, mailings and other communications about resources to inform your decisions.
- **Passive enrollment for other enrollees:** No action is required if you would like to keep the same benefit choices (for medical, dental or vision) and you are not enrolled in CU Health Plan – Extended. You will be automatically re-enrolled for the new plan year. Employee Services will provide resources, in-person events and other assistance to help employees. Watch for upcoming emails, mailings and other communications about

resources to inform your decisions.

- **Exception:** You must actively re-enroll in the Health Care and Dependent Care Flexible Spending Accounts (FSA) for plan year 2025-2026.
- **Now is a good time to consider other benefits:** Do you need to update your beneficiaries, enroll in or adjust voluntary retirement contributions [2], enroll in a Health Savings Account [3] or make changes to your life insurance policies [4]? Even though you can do these things any time, Open Enrollment is a great time to take a closer look.
- **How to enroll:** You will make your Open Enrollment changes in the portal using the benefits enrollment tool. If you need a login or have access issues, visit our enrollment tool access page [5].

Prepare with three quick tasks

1: Make sure your contact information is up to date

Before, during and after Open Enrollment, we'll send employees postcards, important disclosures and plan information in the mail, so this is a good time to confirm your mailing address is correct in the employee portal.

You'll also want to confirm your phone number is correct — the enrollment tool requires dual factor authentication, and having a correct phone number on file will help ensure that you're able to verify your access quickly and efficiently.

Check your contact information through the employee portal.

1. Log in to the employee portal [6].
2. Click the **CU Resources** tab. (If you are a CU System Administration employee, skip this step.)
3. Open the CU Resources Home dropdown menu and select **My Info and Pay**.
4. Select **Contact Details** to view your contact details and make any needed changes.

2: Look up your current plans

Draw up your game plan by comparing your current coverage and think consider your future benefit needs. To get started, review your current elections and verify your enrolled dependents.

1. Log in to the employee portal [6].
2. Click the **CU Resources** tab. (If you are a CU System Administration employee, skip this step.)
3. Open the CU Resources Home dropdown menu, and select **Benefits & Wellness**.
4. Select **Benefits Summary**. Your benefits for the current plan year will display.
 1. **Update life insurance beneficiaries:** Select **Review** from the Benefits Summary page for the policy you want to change and you'll be able to update the beneficiary or beneficiary designation for that policy.
 2. **Add or remove a dependent:** Reach out to the Employee Services Benefits team

at benefits@cu.edu [7] or call 303-860-4200, option 3, to discuss possible changes during Open Enrollment or a qualifying life event.

3: Sign up for Open Enrollment text reminders

Don't miss your window to enroll in, update or change your health coverage. Sign up to receive Open Enrollment text reminders via RAVE Alerts. You must be opt into these alerts, so make sure you sign up even if you already receive emergency alerts and IT outage notices from CU.

Once you enroll in these optional reminders, you'll get three brief text messages each year during Open Enrollment reminding you to take action before it's too late.

Sign up for reminders before enrollment begins. [8]

More resources





[10]

Groups audience:

Employee Services

Right Sidebar:

ES: Benefits - Contact Information

Source URL:<https://www.cu.edu/employee-services/open-enrollment>

Links

[1] <https://www.cu.edu/employee-services/open-enrollment> [2] <https://www.cu.edu/employee-services/benefits-wellness/current-employee/retirement-plans/voluntary-retirement-savings> [3] <https://www.cu.edu/employee-services/health-care-fsa> [4] <https://www.cu.edu/employee-services/benefits-wellness/current-employee/life-insurance> [5] <https://www.cu.edu/employee-services/benefits-enrollment-tool-access-help> [6] <https://my.cu.edu> [7] <mailto:benefits@cu.edu> [8] <https://www.cu.edu/uis/uis-service-desk/emergency-alerts> [9] <https://www.cu.edu/employee-services/open-enrollment/benefits-enrollment-tool-access> [10] <https://www.cu.edu/employee-services/digital-delivery-0>