



## EXISTING EMPLOYER CHECKLIST

OPEN ENROLLMENT IS NOVEMBER 9-DECEMBER 4, 2020

This checklist is for employers who currently have employees enrolled in the Alliance Health Plan (all forms are located at [www.alliancebenefits.org](http://www.alliancebenefits.org)).

### ACTION REQUIRED



Review current coverage for your employee(s).

Employee coverage will transfer automatically into the new plan year. If you wish to make changes, refer to the optional items listed below. The loyalty rewards and discounted premiums will become effective January 1, 2021, and be reflected on your monthly billing statements.

### OPTIONAL CHANGES



Contributing Additional HSA Funds

Current additional monthly HSA contributions will automatically transfer into the new plan year. To make changes to them for 2021, please complete the Employer HSA Contribution Change Form.



Making Changes to Employee's Existing Plan

Adding or removing dependents, etc.



Adding an Employee to Your Existing Employer Plan



Questions? Please call (800) 700-2651 or email [benefits@cmalliance.org](mailto:benefits@cmalliance.org).



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