

Annual Enrollment Preparation Checklist and Reminders

Get Ready!



To get ready for enrollment take these steps:

- Mark your calendar.** Enrollment starts November 1 and ends November 17, 2021.
- Do some research.** Before you enroll, do some research to make sure you're ready to make the best decisions for you and any dependents. Visit the [Make It Yours](https://ricoh.makeityoursource.com) website at <https://ricoh.makeityoursource.com> to review 2022 changes and compare your options, and read the HR Updates on the Annual Enrollment site on askHR or RWorld.
- Decide how you want to enroll and make sure you can log in.**
 - To enroll online, go to [YBR](https://digital.alight.com/rus) (<https://digital.alight.com/rus>). If you've forgotten your User ID or password, click "Forget User ID" and/or "Forgot Password" and follow the prompts.
 - Access Your Benefits Resources™ by downloading the UPoint Mobile HR app from your app store.
 - To enroll by phone, call (1.800.953.2526) between 8:00 a.m. and 4:00 p.m. CT, Monday through Friday.
 - Need additional assistance? You can schedule an appointment to speak to a Benefits Express representative. Just click on the "Need Help with Annual Enrollment?" tile on the YBR Annual Enrollment Welcome page.
- Gather your dependents' information.** If you are adding coverage for any dependents, you'll need their Social Security number to complete the enrollment. Additionally, you will be asked to provide documentation that verifies your dependent meets the eligibility criteria (for example, a birth certificate for a child).
- Know what happens if you don't enroll.** Medical, dental, and vision coverage will default to your current elections at the 2022 prices. You must make an active election if you want to participate in the health savings account, group legal plan, identity theft protection, flexible spending accounts, or vacation purchase program.
- Prepare for a new carrier.** If you're considering moving to a new medical carrier, a transition worksheet is provided at the end of this checklist. In addition to the information on the Make it Yours website, you can also reach out to the carriers directly with questions.

Make sure you utilize the tools on YBR during the enrollment period to search for providers, compare prices and options, and to understand how your prescriptions could be impacted by different carrier rules.



Don't Forget! Some Enrollment Reminders:

- **Review your personal profile.** To ensure important communications reach you and your rates for coverage are calculated correctly, review your personal profile on YBR and update your information and preferences, if needed. Visit “Your Profile” in the upper right corner of each page.
- **Review your beneficiaries.** To ensure your accounts are distributed in accordance with your wishes in the event of your death, make sure your beneficiary information is current. Go to “Your Profile” in the upper right corner of each page and from the drop-down menu, choose “Beneficiaries.”
- **Recent Hire?** Make sure you completed a 2021 and a 2022 enrollment. If you were hired during the Fall of 2021, please make your **2021** benefit elections first. After you complete your 2021 enrollment, enroll in your 2022 benefits, which you can do as soon as you've completed the 2021 enrollment process. You don't need to log out—just navigate back to the home page to enroll.
- **Check your confirmation statement.** After you enroll, you'll receive a confirmation of your enrollment emailed to your YBR account. Make sure it reflects the elections you intended.
- **Review your pre-tax account contributions.** Make sure they accurately reflect your elected per pay period deduction and the account(s) you plan to utilize.
 - Remember that the Dependent Care Flexible Spending Account (FSA) can be utilized to reimburse you for qualified dependent care expenses such as daycare and camp.
 - If you enrolled in the Bronze or Bronze Plus medical option, consider making an HSA contribution. The HSA has a triple tax advantage and can be a powerful savings vehicle.
 - Make sure you understand the difference between the HSA and the Health Care FSA.

Questions



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