


## Instructions for Open Enrollment 2020

Open Enrollment is from October 28 – November 15, 2019. Please visit <https://lakeshoredocs.weebly.com/openenrollment.html> for summary plan listings, required forms, **MESSA instructions** and other documentation.

1. If waiving health and/or dental-vision, please complete a waiver form. **You must attach proof of other coverage if you are eligible for a rebate.**
2. Login to your personal MESSA account (or create one if you need to) at [www.messa.org](http://www.messa.org).
  - a. Click on the  Online benefits website on the left side of the screen.
  - b. Verify your personal information
  - c. Make new health, dental, vision elections or add/remove dependents
  - d. Acknowledge Participation Statement (click on check box)
  - e. Submit by clicking on Complete Enrollment button

### **MESSA Meetings have been scheduled on:**

*October 30th* - Sign up help -- KMS computer lab -- 3:45pm to 5:45pm -- representatives will be there to help you sign up for your benefit selections

*November 7th* - Sign up help -- LSHS Media Center -- 3:00pm to 5:00pm -- representatives will be there to help you sign up for your benefit selections

### **Please return the following forms to Payroll by November 15, 2019:**

\_\_\_ Waiver form – **REQUIRED if declining benefits – please attach proof of other coverage in order to be eligible for a Rebate (LSFT, AFSCME, LSFES Units only)**

Please contact Misty Blaesing at (586) 285-8474 or [mblaesing@lsps.org](mailto:mblaesing@lsps.org) with any questions or if you need any of these forms printed.