

Open Enrollment checklist



Follow the steps below to get ready for a successful enrollment.

- Review [this video](#) to find out what's new for 2025. Remember, even if you don't want to select a new plan, you **MUST** enroll to select your Flexible Spending Account (FSA) contribution amounts, or they will default to \$0 in 2025.
- Use the resources on [MyHR|Workday](#), [this site](#) or start.myalex.com/bannerhealth to compare plan options and estimate costs to find the best fit for you and your family.
- Enroll before the Nov. 15 deadline. If you miss this window, you cannot make changes to your benefits until the next Open Enrollment period unless you experience a [Qualifying Life Event](#).
- Have dependent documentation and Social Security numbers (SSN) ready so you can verify your newly added dependents and ensure they get coverage. Supporting documents are required for all newly added dependents and must be approved during the verification process prior to the enrollment process.
- Designate a beneficiary for your life insurance and any voluntary supplemental insurance you purchase. Since Banner automatically provides you with a basic level of Life and AD&D coverage, be sure to designate a life insurance beneficiary in [MyHR|Workday](#). Beneficiary information must include phone numbers in order to complete enrollment.
- Review your confirmation statement to verify your benefits selections are correct. If you find a discrepancy, you must immediately notify Banner Benefits Resource Center. Call 833-849-9825 7 a.m. to 7 p.m. (MST), Monday – Friday.
- Stay informed! Visit [MyHR|Workday](#) or [the News page](#), read Banner Buzz and follow Benefits on Viva Engage to stay current on news about your well-being and your total rewards.

ASK ALEX

ENROLL NOW