Welcome to Whitman College Employee Benefits Open Enrollment 2014. We hope you find this year’s open enrollment process to be easy, user-friendly, and created in the spirit of our campus sustainability commitment. Listed below are your options, with electronic links to the forms required to complete each change. If you are making no changes, and do not anticipate participating in an FSA during 2014, you may find that no action is required. Enjoy the accompanying Open Enrollment letter describing our benefits program for the coming year.

- **Optional:** If you want to add medical and/or dental coverage for yourself or an eligible family member, delete family medical coverage or waive medical coverage in 2014 you will need to complete two forms: The Premera Enrollment or Change Form or Waiver Form and the Whitman Benefit Changes Open Enrollment Form.

If you are making no changes, you don’t have to do anything.

- **Optional:** If you wish to participate in a Healthcare, Dependent Care or Individual Health Policy Flexible Spending Account for 2014 you must complete a new FSA enrollment form from Universal Plan Administrators. You also need an FSA Electronic Deposit Form if you are new to FSAs. You need the mySource Card Enrollment Form if you want to set up the FSA debit card.

If you are not participating in an FSA for 2014, you don’t have to do anything.

- **Optional:** If you would like to apply for or add to Voluntary Life and Accidental Death and Dismemberment benefits, changes as a Late Entrant can be requested of the insurance carrier at any time, and require application and evidence of insurability forms. Approval is subject to review by CIGNA. Please contact Human Resources for the necessary forms to complete. This is a good opportunity to update your beneficiaries for group and voluntary coverage using the Cigna Basic & Voluntary Life & Basic and Voluntary AD&D Beneficiary Designation Form.

All Open Enrollment forms must be submitted to Human Resources by **Friday, December 6, 2013.** We can accept documents emailed, faxed, by mail or delivered. If you need assistance completing open enrollment forms please contact Telara McCullough, Compensation and Benefits Manager, at 509.527.5941 or at mcculltl@whitman.edu.