



# IT'S TIME TO TALK BENEFITS

Open Enrollment: October 4 – October 15, 2021

## It's time to review your benefits!

San Bernardino Municipal Water Department is pleased to announce that our current benefits program will continue into 2022 with no changes. But, while your options are largely the same, you may have made some changes in your life. Do your current choices meet your needs for the coming year? Take some time to review all your benefit materials to understand your coverage options and what you need to do to make changes. Include your spouse or partner in the review if they will be covered under our plan.

## What's Open Enrollment?

Open Enrollment is your once-a-year opportunity to review existing benefit elections and:

- Change your plan choices
- Add or drop dependents
- Enroll or re-enroll in Flexible Spending Accounts

## IMPORTANT!

During Open Enrollment, you are selecting your benefits for January 1 – December 31, 2022. After Open Enrollment ends, you cannot change your benefit elections until the next Open Enrollment in 2022, unless you experience an eligible life event, like a change in your marital status, a new baby or child in the family, or the loss of other healthcare coverage.

## Get More Information

- Review the **benefits brochure** for 2022 - <https://alliantbenefits.cld.bz/sbmwd2022activebenguide>

## Watch A Video

Open Enrollment Presentation

<https://www.brainshark.com/alliant/SBMWD-OE-2022>

## Log On to Make Changes

While we encourage you to review your choices for the coming year, your current elections will carry-over automatically, except for Flexible Spending Accounts—to participate, you must enroll each year.

## To make changes to your benefits:

1. Log on to BenXcel - <https://benxcel.net>
2. **User Name** is first 4 letters of your last name and last 4 digits of your social security number.
3. **Initial Password** is the first 4 letters of your last name and first 4 digits of your social security number.
4. Enter the Company Name: SBMWD.
5. Click the Sign In button to enter the system.
6. Continue to follow the instructions included in your benefits brochure.

Need Help? Contact Human Resources at (909) 453-6091 or [hr@sbmwd.org](mailto:hr@sbmwd.org). Thank you!