



## **NEW HIRE BENEFITS ENROLLMENT CHECKLIST**

New hire online enrollment must be submitted within 31 days of your start date

The checklist is designed to help you make your benefits enrollment elections. The following are required to complete the benefits enrollment process:

### On-line enrollment through Oracle EBS/Employee Self-Service\*

- Medical, Dental and Vision Plans
- Waive Medical, Dental and Vision Benefits
- Proof of other coverage must be provided
- Health Care/Dependent Care Flexible Spending Accounts

### Life Insurance – Group Basic Life

- You are automatically enrolled in the basic life plan. There is no enrollment process to complete
- Designate your beneficiary on-line at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)

### Life Insurance – Group Supplemental Life

- You can enroll online at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)
- You can elect the lesser of 3X your annual salary or \$500,000
- An evidence of insurability (EOI) form must be completed if you wish to elect coverage in an amount greater than \$500,000

### Commuter Benefits

- You can enroll at any time. Orders must be submitted by the 10th of the month for the following month
- Just visit [www.connectyourcare.com/cookcounty](http://www.connectyourcare.com/cookcounty) or call 1-844-284-6267. Representatives are available 24 hours per day, seven days per week

### Voluntary Benefits

- You can enroll online at [www.cookcountyvoluntarybenefits.com](http://www.cookcountyvoluntarybenefits.com) or call 1-800-698-2849
- Offerings include Universal Life Insurance, Short Term Disability Insurance, Group Accident Insurance, Group Critical Illness Insurance, Group Hospital Indemnity Insurance, Legal Service Plan and IDShield

\*For more information on plan options and cost, review the Benefits Overview at [www.cookcountyrisk.com](http://www.cookcountyrisk.com).