

## Employer Tips for Open Enrollment

### Be Concise

Employees can be overwhelmed with information overload about options. Provide a summary in easy-to-understand language about the different types of benefits you offer. Keep it simple by answering common questions like how much it will cost per paycheck and the key features.

### Engage Employees

Develop a communication strategy that will reach all of your staff. This could include presentations or an FAQ page on your company's website that addresses common questions to keep your team in the loop.

### Provide Assistance

Designate a contact person or team in your human resources department trained to answer questions and assist employees with enrollment. Keeping the process centralized reduces the chance of incorrect information circulating among your workforce.



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