

2020 Renewal & Open Enrollment Calendar

Key Timeframes & Milestones

Timeframe	Milestone
Late September	Employees should be checking their access to the Engage Employee Portal and updating login/password information prior to receiving their open enrollment eligibility notice.
During the month of October	Your organization's 2020 renewal information is distributed, and the 2020 Cost Master must be signed and returned to Engage within 10 business days.
October & November	<p>Employees will be able to make their elections within 10 business days of your signed cost master being returned to Engage.</p> <p>Once the employee enrollment window opens, employees will have 10 business days to make their 2020 benefit elections.</p> <p>Employees will be able to view their confirmation statements via the online portal once all benefit elections have been posted, as well as throughout the year.</p>
Early through Mid-December	All new enrollment information is prepared and transmitted to our vendor partners.
December 19TH	<p>Participants may log in to Aetna.com to print temporary medical ID cards after enrollment has been confirmed.</p> <p><i>Note: If participants do not make any medical plan changes, no new ID cards will be mailed. Existing cards will continue to be used.</i></p>
Final week of December & 1st week of January	Medical plan carrier ID cards will be mailed to new plan participants, after enrollment has been confirmed.
January 1ST, 2020	New plan effective date