

Open Enrollment Email Template

Dear (Employee Name),

Your open enrollment period for (employer name) is here. Open enrollment is the annual period where you can sign up for health insurance, adjust your current plan, add dependents and enroll in optional coverages. Your company has decided to use HealthPass for your benefits which allows you to choose from over 40 different medical plans and a menu of optional coverages such as; dental, vision, life/LTD, Flexible Spending Account (FSA), commuter benefits, accident, identify theft and a pet plan!

To view all the available plans and related costs go to www.healthpass.bswift.com and follow the instructions to log in. Once logged in you will be able to review, enroll and manage all of your benefits on your own personalized benefits page.

Open enrollment must be completed by xx/xx/xxxx. If you choose to waive your opportunity to enroll during open enrollment, in most cases you will have to wait until the following year to make changes. If you have questions or need help enrolling, please get in touch by phone xxx-xxx-xxx or email xxx@xxx.

