ARBENEFITS Open Enrollment Checklist

Open Enrollment Dates: October 1–31
This is the time when you can sign up for ARBenefits or make changes to your medical insurance plan.

Enrollment and changes made during Open Enrollment will take effect January 1, 2027.

☐ Review Your Health Insurance Plan

- Look at your current medical plan, including premiums, deductibles, and out-of-pocket limits.
- Think about your health needs and the needs of your family.
- Compare available plan options and costs.

☐ Check Extra Benefits

- Decide if you want to use an HSA or FSA for medical and/or childcare costs.
- Remember that preventive care is covered at no cost with ARBenefits.

☐ Make Sure You Are Eligible

- Confirm that you and your dependents are eligible for coverage.
- Remember that Open Enrollment ends October 31, so plan ahead and reach out to if you have any questions to EBD in early October.

☐ Update Your Personal Information

- In order to help you, manage your medical insurance and account, we have developed a **NEW ARBenefits Member Portal!**
- Before you can use the **NEW** ARBenefits Member Portal you must migrate your old account to the new ARBenefits Member Portal if needed.
  - Instructional videos are available on the EBD website https://sas.arkansas.gov/arbenefits-member-portal.
- Update your contact and dependent information, if needed.
- If you get locked out, wait 5 minutes and try again.
- If you forgot your Password, you can reset it.

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☐ Gather Required Documents

- If adding a spouse: collect your marriage license, Spousal Affidavit, and employer letter (if needed).
- If adding a child/children, we need a copy of their birth certificate(s).
- If adopted or you are the permanent legal guardian, we need a copy of the court papers.

☐ Complete and Submit Your Forms

- Fill out your Election Form and attach all required documents.
  - If signing up for an HSA or FSA you will need to submit the appropriate HSA and/or FSA form.
  - **IMPORTANT -** FSAs MUST be enrolled in every year during Open Enrollment to participate, if you are eligible.
- Double-check your information before submitting—all submissions are final.
- Submit your forms using one of these options:
  - To enroll faster, please use the **NEW ARBenefits Member Portal** to send your information https://sas.arkansas.gov/arbenefits-member-portal.
  - Fax: 501-683-0983
  - Mail: EBD, PO Box 15610, Little Rock, AR 72231
  - In-person: EBD, 501 Woodlane St., Little Rock, AR
    - You will need an appointment. To make an appointment:
      - Call: 501-682-5502 or
      - Email: ARbenefits.appointment@arkansas.gov
- Through your HR office (Non-AASIS Agencies and Public Schools).
  - If you work for an AASIS Agency, contact EBD.

☐ Plan for January 1 Changes

- New ARBenefits coverage begins January 1.
- Deductibles and Out-of-Pocket start over on January 1.
- New ID cards will arrive by mail from BlueAdvantage by January 1.

By following this checklist, you can navigate Open Enrollment with greater confidence and ensure you make the best choice(s) for you, and your family's health coverage needs!

Questions or need assistance? Contact EBD, we are here to help.
Call: 877-815-1017 or email: Ask.EBD@arkansas.gov
For more information visit our website: https://sas.arkansas.gov/employee-benefits

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