

2022 Benefits Open Enrollment Check List and Key Dates

- ✚ Benefits Open Enrollment for Plan Year 2022: [September 20, 2021 – October 15, 2021, 5pm.](#)
- ✚ Online Enrollment for Plan Year 2022 through [Benefitfocus via SSO MyPortal.fhda.edu.](#)
- ✚ Benefits Open Enrollment Webinars:
 - Tuesday, October 5, 2021: 1:00pm – 3:00pm
 - [Webinar Link](#)
 - Wednesday, October 6, 2021: 1:00pm – 3:00pm
 - [Webinar Link](#)
- ✚ Benefits Online Assistance Sessions: You may request help via MyBenefits@fhda.edu or request a ZOOM meeting during Open Enrollment period.
- ✚ Benefitfocus Technical Support: [1-877-336-8082](tel:1-877-336-8082), Monday-Friday, 8am – 9pm EST
- ✚ Effective Date of Change: [January 1, 2022](#)
- ✚ Deadline to upload all documentation online with Benefitfocus to add new dependents for Plan Year 2022: [5 pm, October 15, 2021.](#)
- ✚ Deadline for spending down your 2021 FSA Health Care and Dependent Care Accounts: [December 31, 2021.](#)
- ✚ Deadline for submitting your 2021 FSA expenses for reimbursement: [March 31, 2022.](#)
- ✚ REMINDER: To participate in Supplemental Life and Buy-Up LTD for PY 2022, you must complete the [Hartford's Evidence of Insurability \(EOI\) and/or Buy-Up LTD Application form\(s\)](#) at the end of your election, and email them to MyBenefits@fhda.edu by the Open Enrollment Deadline of **October 15, 2021, 5 pm.** Note, Hartford reserved the rights to underwrite any policy.
- ✚ **IMPORTANT:** All benefits enrollment must be completed online, and all documentation must be upload online via Benefitfocus no later than 5 pm deadline of October 15, 2021. **No exceptions.**
- ✚ Benefits Contact: MyBenefits@fhda.edu, or call 650-949-6224, Fax: 650-949-6299.