



MEMO

To: All Full-Time Employees
From: Robert A. Cascante Diaz, Benefits Specialist
Date: November 1, 2017
Subject: Open Enrollment for Jan. 1, 2018 Health Plan Coverage

2018 Open Enrollment will begin Nov. 1 and all full-time employees will have the opportunity to process their annual enrollment online via the **Cigna Guided Solutions (CGS)** website - <https://www.cgsmarketplace.com>. This site will be available from any internet-abled computer at work or home. Due to federal reporting requirements, we ask that all employees log into the CGS system to ensure that all their dependent information is accurate for tax reporting purposes. The Benefits & Wellness staff will be holding “Help Me” sessions at City Hall throughout the month of November to assist employees with navigating through the CGS Portal during Open Enrollment time. Please check Inet and “Employee News” for a complete schedule of the “Help Me” sessions. Appointments are **not** required and all walk-ins will be welcomed. Employees not making benefit changes or waiving/declining coverage will still need to log into the CGS Portal to confirm your elections and person information, such as address and contact information. The CGS Portal will not accept any changes after Nov. 30, 2017, at 11:59 P.M. (CT). Extensions for 2018 enrollment changes will not be available to employees after the Nov. 30 deadline.

The Internal Revenue Service requires employees to re-enroll in **Flexible Spending Account (FSA) or Health Savings Account (HSA) each year.** Therefore, employees who are continuing FSA and/or HSA benefits in 2018 will need to log into the CGS Portal and re-enroll. Voluntary benefit elections and changes, such as Cigna accident and critical illness products, can be made by logging into the CGS Portal as well.

Employees wishing to review or change beneficiary information (for Life/AD&D Insurance) will also have the opportunity to make any desired changes in the CGS Portal.

To download Open Enrollment packets, visit www.cityofirving.org, go to the “Employee Resources” link at the bottom of the homepage and select “[For Employees.](#)” The packet includes:

- 2018 Open Enrollment Guide
- 2018 Open Enrollment Checklist
- 2018 Summary of Benefits
- Cigna Open Access Directory of Providers
- Cigna Local Plus Directory of Providers
- CIGNA Dental Schedule of Benefits

All enrollment changes must be made and finalized in the CGS Portal by no later than Nov. 30 at 11:59 P.M. (CT).

Employees who do not have online access or have any questions may contact Angie Frettoloso at (972) 721-4757, Rob Cascante Diaz at (972) 721-2682, Loretta Helm at (972) 721-3649, or Jai Boykins at (972) 721-2686 for additional assistance.