



2010 Open Enrollment Checklist

FOR STATE EMPLOYEES

- Review the information in my health benefits book
- Check out the “Highlights for Plan Year 2010” on page 5 of my health benefits book
- Attend an open enrollment meeting in my area. Go to www.khpa.ks.gov, click on the **2010 Open Enrollment** button then select **State Employee Meetings**
- Enroll online at www.kansas.gov/employee. **Don't forget to declare my tobacco status!!** (this must be done every year)
- Re-enroll** in HealthyKIDS and/or Flexible Spending Account. Participation doesn't carry over from year to year!
- If I haven't already done so, establish my password on the Employee Self Service Center before October 1st. See page 7 for details.
- Learn more about non tobacco user incentives & the Tobacco Cessation Program! Go to www.khpa.ks.gov click on the **2010 Open Enrollment** button then select **HealthQuest**