

From: [HR-Benefit Services](#)
To: [PAR Contacts](#)
Subject: Open Enrollment - 1 more week - Computer Lab Address Correction
Date: Friday, October 19, 2018 10:03:50 AM

Please Distribute –

Open Enrollment closes October 26! As we head into the final week of Open Enrollment, it is important that you make sure you complete all of your necessary elections in [eCaps](#). If you currently participate in Flexible Spending (FSA) or Dependent Care (DCAP), you must re-elect these benefits if you want to participate in them in 2019.

If you make changes to your Open Enrollment elections, you want to make sure you have fully completed the process by going through each screen and clicking Submit at the end to get to this screen that shows your choices have been successfully submitted.

Benefits Enrollment

Submit Confirmation



Your benefit choices have been successfully submitted to Benefit Services.

You can return to the enrollment pages and make changes as many times as you would like until the the enrollment deadline, October 26, 2018.

Your benefits confirmation statement will be sent out upon the completion of the Open Enrollment period. In order to correct any inaccuracies you must report them to Benefit Services at (916) 808-5665 no later than Friday, November 30, 2018.

To return to the Benefits Enrollment page, click OK

OK

The following Open Enrollment Computer labs are available to assist you with questions or making your elections in eCaps. Please note below the correct address for NACY.

| DATE | TIME | LOCATION |
|--------------------------|-----------------|---|
| Monday, Oct. 22 | 2 – 4 p.m. | 918 Del Paso Road (NACY), Bldg. 1, 2nd floor |
| Thursday, Oct. 25 | 2 – 4 p.m. | 5730 24th St., CR Bldg. 7, 2nd floor |
| Monday-Friday, Oct. 1-26 | 9 a.m. – 4 p.m. | Benefit Services Office: 915 I Street, HCH, Plaza Level |

All information regarding 2019 employee benefits is available on the Benefit Services [webpage](#).

[Benefit Services Division](#)

Department of Human Resources
915 I Street, HCH, Plaza Level
Sacramento, CA 95817

916-808-5665

Office Hours: Monday-Friday, 8:00am-5:00pm

**** 2019 Open Enrollment is *October 1-26*. Active employees can make their annual elections via [eCAPS](#) with any device that has an Internet connection. Retirees can submit their elections via the online [Retiree Open Enrollment Form](#). Visit the [Benefit Services webpage](#) for more information.****