

September 29, 2022

**RE: 2023 OPEN ENROLLMENT INFORMATION  
2023 OPEN ENROLLMENT IS OCTOBER 3 – OCTOBER 28, 2022!**

Announcements regarding the City of Sacramento's 2023 Open Enrollment period have been distributed to City employees. As you may be out on leave, we are reaching out to you regarding 2023 Open Enrollment. A copy of employee communications, the 2023 rate charts, and benefit information are available on the Benefit Services webpage on the City's website at <http://www.cityofsacramento.org/HR/Divisions/Benefits-Retirement>.

Open Enrollment is the annual period during which you can enroll in or change health plans, drop coverage, add or remove covered dependents, and re-elect or enroll in Flexible Spending and Dependent Care, without a Qualifying Life Event. Other benefits such as life insurance and short-term disability are also available during Open Enrollment.

Log into eCAPS at <https://eCAPS.cityofsacramento.org> to make changes to your benefits for the 2023 plan year. Open enrollment will be available in eCAPS from **Monday, October 3, through Friday, October 28, 2022**. Requests for changes after the Open Enrollment deadline cannot be accepted. If you do not have access to eCAPS while you are on leave, please contact Benefit Services for assistance no later than October 21, 2022. Enrollments and changes for the 2023 plan year will be effective January 1, 2023.

For assistance logging into eCAPS, contact the IT Help Desk at (916) 808-7111.

If you have questions, or if you need assistance with Open Enrollment, please email [openenrollment@cityofsacramento.org](mailto:openenrollment@cityofsacramento.org). Your inquiry should be responded to within two (2) business days.

Sincerely,



Samantha Wallace  
HR Manager