



2021 Open Enrollment Checklist

Before you go on Atlas to complete your Open Enrollment elections...

- [Review your health plan options](#) and [rates](#) to determine the appropriate coverage for yourself and eligible family members.
- If you are not making changes, please verify that the information in [Atlas](#) is correct and that your address is up-to-date. If you are changing health plans or adding family members, you will be required to select a Primary Care Provider (PCP) for yourself and eligible family members. [Learn more about choosing a PCP here.](#)
- Enroll in a [Flexible Spending Account \(FSA\)](#) to set aside Health Care and/or Dependent Care expenses before taxes. **You must re-enroll in coverage for the 2021 calendar year.**
- Enroll in or change your [optional life insurance coverage](#).
- Enroll in or change your [dependent life insurance coverage](#), which is available for a spouse, domestic partner and/or child(ren).
- [Update your personal information](#) such as ethnicity, race, gender, veteran, disability status, emergency contact and Social Security numbers or Taxpayer Identification Numbers (TIN) for family members you cover under your medical plan. Social Security numbers or TINs for covered individuals are now required by the federal government.
- Consent to receive an [electronic W-2](#). If you consented last year, you do not need to consent again this year.
- Visit [PensionConnect](#) to review and update your beneficiary designations.
- Make sure you have signed up for [MIT's 401\(k\) Plan](#), in order to receive the matching MIT contribution. If you are currently enrolled, review your contribution elections, investment choices and beneficiary information.

Important Notes

- Your medical, dental, vision, optional life and dependent life coverages will carry over into the next calendar year unless you make a change or cancel coverage.
 - You and your family members, enrolled in a MIT sponsored medical plan, can use [MIT Medical Center's urgent care](#), [eye service](#) (for routine eye exams), [radiology](#) and the onsite [laboratory](#) for tests even if you do not have a MIT Medical Primary Care Physician (PCP). Please note that not all services are available at Lincoln Laboratory.
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