



2024 Active Open Enrollment Checklist – November 1 - 30

- Starting Now:** Visit loudoun.gov/openenrollment to learn everything you need to know about your 2024 benefit options.

- Prepare for Open Enrollment: Explore the Medical Plan Options**
 - Compare medical plans using the Cigna Easy Choice plan comparison tool available through loudoun.gov/openenrollment.
 - Participate in an open enrollment town hall meeting or assistance session.
 - Speak with a Cigna Care Advocate about the plans.

- Review and Update your Beneficiaries** for your life and retirement benefits, as well as any Health Savings Account (HSA) balance. [Visit loudoun.gov/openenrollment](https://loudoun.gov/openenrollment) for more details about how to update your beneficiaries, which you can do at any time.

- November 1 through November 30: Enroll in the benefits that are best for you.** Visit to loudoun.gov/openenrollment and click the **Enroll in Benefits** button. Enrollment is available 24/7 beginning November 1.

- Claim your Prize** – Since this is an active enrollment, the sooner you make your elections the better! There will be a weekly drawing of enrolled employees for a chance to win a portable mini exercise bike. The earlier you enroll, the more chances to win!

- Don't Delay! Annual Enrollment ends at 11:59 pm on Thursday, November 30, 2023.**