



# Open Enrollment Is Here!

IMPORTANT - attention all full-Time benefits-eligible employees!  
**Open Enrollment will be October 2 - October 27, 2023.**

## Open Enrollment is the time to:



Learn about the benefits available to you for the 2024 plan year through our Benefits Presentation on the Plansource ben admin portal or your Benefits Booklet which can be found online or requested via email.



View your benefits coverage in Plansource

- Go to <https://benefits.plansource.com>
- Enter your username: First initial of first name + (up to first 6 letters)last name + last 4 digits of SSN (example: jsmith1234)
- Enter password or select "Need Help" if forgot password



**If you do not wish to make any changes, your current elections will simply rollover.** We encourage you to review your benefits to ensure you are in the plans that fit best for you and your family as well as any changes to premium. Also, take this time to review your beneficiaries on your life coverage.

**Contact Human Resources or The Bailey Group team for OE assistance.**

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