



CHECKLIST

2023 Annual Enrollment

Health benefits are critically important to ELCA rostered ministers and church staff. Use this list to guide your organization through the yearly process of selecting next year’s health benefit option and entering it online this fall.

Note: If more than one person from your organization is registered on EmployerLink, decide which of you will complete these tasks.

JULY 2022	AUGUST – SEPTEMBER 2022	OCTOBER 2022
<ul style="list-style-type: none"> <li data-bbox="130 971 697 1274"> <p><input type="radio"/> Identify who will make your organization’s benefit decision.</p> <p>Portico offers several good health benefit options, and, during fall Annual Enrollment, your organization will need to enter your selection for the coming year. To make this choice, the right group of people will want to weigh the options, budget implications, and – depending on your situation – the preference of those you sponsor.</p> <li data-bbox="130 1299 697 1458"> <p><input type="radio"/> Schedule a meeting to talk health benefits.</p> <p>Put “discuss 2023 Portico health benefit decision” on your organization’s September calendar and invite those who will make this decision.</p> 	<ul style="list-style-type: none"> <li data-bbox="764 971 1331 1161"> <p><input type="radio"/> Download important documents.</p> <p>When notified by email, sign in to EmployerLink; obtain your organization’s 2023 Decision Guide, Custom Comparison Report, and Custom Comparison Spreadsheet; and share them with your decision-makers.</p> <li data-bbox="764 1185 1331 1351"> <p><input type="radio"/> Encourage your decision-makers to select an option well before the selection window opens in early October.</p> <p>Your organization will have about a week to enter its health benefit selection online.</p> 	<ul style="list-style-type: none"> <li data-bbox="1398 971 1927 1161"> <p><input type="radio"/> Enter your organization’s selection on EmployerLink before the deadline.</p> <p>When notified by email, one of your EmployerLink users needs to sign in and enter your organization’s selection in early October.</p>