



CHECKLIST

2024 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 2023	AUGUST – SEPTEMBER 2023	OCTOBER 2023
<ul style="list-style-type: none"> ○ Identify who will make your organization's benefit decision. Portico offers several health benefit options. 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, understand the budget implications, and consider the preference of those you sponsor. ○ Schedule a meeting to talk health benefits. Put "Discuss 2024 Portico health benefit decision" on your organization's September calendar, and invite those who will make this decision. 	<ul style="list-style-type: none"> ○ Download important documents. When notified by email, sign in to EmployerLink. Get your organization's 2024 Decision Guide, Custom Comparison Report, and Custom Comparison Spreadsheet. Share these with your decision-makers. ○ Encourage your decision-makers to select an option well before the selection window opens in early October. Your organization will have about one week to enter its health benefit selection online. 	<ul style="list-style-type: none"> ○ Enter your organization's selection on EmployerLink before the deadline. When notified by email, one of your EmployerLink users needs to sign in and enter your organization's selection in early October.