



## OPEN ENROLLMENT CHECKLIST

Hawaii Employer-Union Health Benefits Trust Fund (EUTF)

Making changes during open enrollment? **Documents listed below must be submitted to your human resource office or open enrollment designee in order to process your enrollment change request.** DOE employees must submit documents to: DOE – EBU, PO Box 2360, Honolulu, HI 96804.

- [2018-19 EC-1 Enrollment Form](#) (or [EC-1H](#) for those enrolled in HSTA VB plans)

If you're enrolling a **spouse/partner** for the FIRST time, you must also submit:

- Copy of your marriage/civil union certificate or domestic partnership declaration forms (available online at [eutf.hawaii.gov/eutf-forms](http://eutf.hawaii.gov/eutf-forms))

If you're enrolling a **dependent child** for the FIRST time, you must also submit:

- Birth certificate (only required if child has a different last name from employee)
- Student certification letter from an accredited college or school indicating full-time student status (only required if child is between the ages of 19 through 23 and enrolling in dental or vision plan). School transcripts or receipts will not be accepted.

### Important Dates

Open Enrollment Period	April 2 – 30, 2018
Premium rate changes effective	July 1, 2018
New premiums deducted from paycheck	July 15, 2018 through June 30, 2019 (County Employees) July 20, 2018 through July 5, 2019 (State Employees)
Plan Period	July 1, 2018 through June 30, 2019
Deadline to submit EC-1/EC-1H to your employer's open enrollment designee	April 30, 2018

**Open enrollment forms will be processed during the months of May and June. You will be mailed a confirmation notice by the end of June, once your enrollment has been processed.**