

Your “To-Do” Checklist



Add Family Member(s)

- Provide proof of relationship documents
- Provide Social Security numbers for eligible family members
Valleywise is required by law to submit plan participant Social Security numbers to the Internal Revenue Service to comply with the Affordable Care Act.



Choose a Medical Plan

- Preferred Plan
- POS Plan
- HDHP with HSA Plan



Choose a Dental and/or Vision Plan

- MetLife Copay Plan
- MetLife PPO Plan
- UnitedHealthcare Vision Plan



Elect a Pretax Savings Account

- Health Care Flexible Spending Account (FSA)
- Health Savings Account (HSA) — only available when enrolled in HDHP
- Dependent Care FSA (Day Care)



Retirement Plans

- New Hires: Set up your ASRS account online at www.azasrs.gov (Enrollment Code: 0UU00031)
- Deferred Compensation Plan, 457(b) — Traditional or Roth
- Supplemental Retirement Savings Plan, 401(a)



Elect Voluntary Benefits

- Employee Voluntary Term Life Insurance and AD&D
- Spouse Voluntary Term Life Insurance and AD&D
- Dependent Children Voluntary Term Life Insurance
- Group Accident Insurance
- Group Critical Illness Insurance
- Short-Term Disability (STD) Plan
- MetLaw