



## YOUR PRE-ENROLLMENT CHECKLIST FOR 2021

### Before You Enroll

- ✓ Review the **2021 Open Enrollment Guide** that was mailed to your home to learn about what's new for 2021. You can also access an electronic copy online at [MyBeWellBenefits.com](https://MyBeWellBenefits.com).
- ✓ Visit the **Capital One Benefits Site** ([MyBeWellBenefits.com](https://MyBeWellBenefits.com)) for quick access to your benefit details.
- ✓ Use the **Medical Plan Selector Tool** on [MyBeWellBenefits.com](https://MyBeWellBenefits.com) or the **Capital One Benefits Enrollment Site** ([capitalonebenefitsite.com](https://capitalonebenefitsite.com)) to compare your options and figure out which medical plan is right for you and your family.
- ✓ Remember to re-enroll in **Flexible Spending Account(s)** and **Vacation/Paid Time Off Buy-Up** benefits because these benefits will NOT roll over to the new plan year.

### When You Are Ready to Enroll

- ✓ Log in to [capitalonebenefitsite.com](https://capitalonebenefitsite.com) (access via SSO through the Pulse home page then navigate to Resources > Benefits > Enroll In or Change Benefits > click on the link) and make your benefit elections from October 8 – 29, 2020.
- ✓ To officially submit your elections:
  - You must accept the Terms/Conditions on the **Check Out** page.
  - Do not forget to hit **“Yes, I accept”** and then **“Check Out”** before closing your browser.
- ✓ Print a **copy of your confirmation page** for your records.
- ✓ Look for a **confirmation email** once you check out. Remember, you can edit your elections until October 29, 2020, even if you have already checked out. A **confirmation statement** will also be mailed to your home.
- ✓ Your benefits will go into effect on **January 1, 2021**.

### Important Reminders

- ✓ **If you are a new hire or experience a life event between October 8, 2020 and December 31, 2020**, please review the New Hire/Life Event page on [MyBeWellBenefits.com](https://MyBeWellBenefits.com) before enrolling. You will find another checklist specific to your situation. You will need to enroll in or update your benefits coverage for 2020 before you can enroll in 2021 benefits.
- ✓ **If you are on leave for any reason during Open Enrollment** (October 8-29, 2020), do not forget to enroll.
- ✓ **If you miss the Open Enrollment deadline of October 29, 2020**, you can only make changes if you have a qualifying life event (i.e. birth, adoption, marriage, divorce). If you experience a life event, be sure to check out the New Hire & Life Event page on [MyBeWellBenefits.com](https://MyBeWellBenefits.com) for more information on updating your benefits.
- ✓ **Do not forget!** You can earn up to \$350 in Be Well Rewards for 2020. Check your progress at [MyRedBrick.com/BeWellBenefits](https://MyRedBrick.com/BeWellBenefits) and complete your activities by November 30, 2020 to earn rewards and redeem by December 29, 2020.