



ANNUAL ENROLLMENT IS COMING TO AN END

Time is Running Out! The Annual Enrollment deadline is October 25, 2024.

This is your last chance to make sure you and your family have benefits coverage in 2025 and your once-a-year opportunity to make changes. Benefit elections made during this time will be for January 1, 2025 - December 31, 2025.

Your current benefit elections will continue into the new plan year unless you wish to make changes, except:

Active employees enrolled in a Healthcare Flexible Spending Account (FSA) or Dependent Care Flexible Spending Account (DCAP) are **REQUIRED** to re-enroll **EVERY** year if they want to continue to participate in the NEW plan year.

NO Changes to Make? NO Action Required!

THREE WAYS TO ENROLL: To add dependents, be prepared to provide proper documentation such as a Marriage or Birth Certificate, etc. Be sure to have the address, date of birth, and social security number for all dependents.

COMPLETE YOUR ENROLLMENT ONLINE - at standard.benselect.com/COS or scan the QR code
You will be able to complete your enrollment online 24/7 with our self-service portal.



COMPLETE YOUR ENROLLMENT OVER THE PHONE – call **(888) 576-3721**

A Benefit Enroller will be available to help complete your enrollment over the phone M – F 8:30 am until 6:30 pm.

BOOK AN APPOINTMENT TO MEET WITH A BENEFIT ENROLLER IN PERSON - To avoid any Security and/or firewall issues with the booking site, be sure to use your Smart/Cell Phone when scheduling an appointment.

1. Book an appointment NOW at cosbac.simplybook.me or scan the following QR code
2. Once on the site, Click the “Book Now” button at the top of the page.
3. Select from either the Government Plaza or HUB Insurance location.
4. Choose a day and time from **October 14** thru **October 25**.
5. On the chosen date, arrive at your scheduled time and selected location to complete your enrollment with a Benefit Enroller.



If you have any questions, contact the City of Shreveport HR Department at (318) 673-5151 or the Benefit Advocate Center (COSBAC) at (844) 267-2225 Monday – Friday, 8 am to 5 pm.