NATIONAL EMPLOYEE BENEFITS ADMINISTRATORS, INC.

NEBA

Frequently Asked Questions
Local 1625 Open Enrollment 2021

General Open Enrollment Questions:

1. *What is the Open Enrollment Timeframe?*

   Open Enrollment runs from October 1, 2020 through October 31, 2020.

2. *If I have no changes to make, do I need to complete the Open Enrollment process?*

   No, you do not have to complete the open enrollment process if you are not making any changes. Your current 2020 elections will remain the same for 2021.

3. *Can I change my election?*

   Changes to your election for the 2021 Open Enrollment can be made up until October 31, 2020. After that date, no changes will be allowed until the 2022 Open Enrollment.

4. *When will the changes made during Open Enrollment take effect?*

   All changes will go into effect on January 1, 2021.

5. *When will my employer begin my payroll deductions?*

   Please check with your HRC.

6. *When will an Open Enrollment meeting be held at my facility?*

   Please check with your HRC.

Open Enrollment Website:

1. *How do I access the 1625 Open Enrollment website?*

   https://www.nebainc.com/os/1625enroll

2. *Is there a preferred web browser that I should be using when accessing the site?*

   NEBA recommends the use of **Chrome, Firefox** and **Safari.**

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2010 Northwest 150th Avenue, Suite 100
Pembroke Pines, Florida 33028
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3. *I tried to login but my information cannot be verified. What should I do?*

    Please follow the instructions on the website to create a new account.

4. *Will I receive a confirmation once I submit my application?*

    An email confirmation will be sent to the email address you provided on the **"Tell Us About Yourself"** page.

5. *I added a new dependent but they are they not appearing on the "Dependent Section" page. What do I do?*

    In order for a new dependent to display on the **"Dependent Section"** page, you must click the **"Refresh Dependent List"** button on the page.

6. *Can I make a change to my election after I have completed the Open Enrollment process?*

    Yes, you can log back into the website and make any necessary changes up until October 31, 2020.

7. *Is the name of my employer required?*

    Yes, you will need to provide the name of your employer.

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