

Open Enrollment May 4 – 15, 2020 – What **MUST** I Do?

[Employee Self Service](#) has been opened up so employees can log in and elect their coverage from anywhere there is internet access, even outside our network. To enhance security, we have enabled two-factor authentication to access your account. This year every employee **MUST** go to <https://mss.eastlongmeadowma.gov/mss> and log in and you will be prompted to set up your two-factor authentication by May 15, 2020. Step by step instructions are at <https://www.eastlongmeadowma.gov/DocumentCenter/View/10157/Employee-Self-Service-Two-Factor-Authentication-How-To-Document>. If you are having difficulty logging in, please call the IT Department at 525-5400 x1900 or e-mail helpdesk@eastlongmeadowma.gov. For questions regarding benefits, please call Corinne Tranhese at 525-5400 x1107 or e-mail corinne.tranhese@eastlongmeadowma.gov.

In addition each employee, **EVEN IF THEY ARE NOT MAKING CHANGES TO THEIR CURRENT BENEFITS, MUST** review their benefit elections and enrolled dependents for correctness and make any necessary changes in [Employee Self Service](#). If adding dependents, enroll-change forms must be submitted with the appropriate dependent documentation. If you are adding coverage for or continuing to cover a spouse or ex-spouse you **MUST** submit a notarized [Employee Marital Status Affidavit](#) by August 31, 2020 to verify their eligibility for coverage. To terminate a spouse or ex-spouse voluntarily an enroll-change form must be submitted during open enrollment to terminate their coverage effective July 1, 2020.

If you are not enrolled in one of our health plans and elect to continue to waive coverage or if you are enrolled in one of our health plans and you choose to voluntarily terminate coverage effective July 1, 2020 then you must waive the coverage in [Employee Self Service](#) and submit a [Request to Decline Health Insurance Form](#) during open enrollment.

Enrollment changes cannot be processed until all the necessary forms are received. All documentation can be submitted via first class mail, interoffice mail, hand delivered or faxed to Corinne Tranhese, Benefits Administrator, Town of East Longmeadow - 60 Center Square – East Longmeadow, MA 01028; ph (413) 525-5400 X 1107; fax (413) 525-1137.