

# CCSB OPEN ENROLLMENT CHECKLIST



COVERED CALIFORNIA  
SMALL BUSINESS

Covered California for Small Business (CCSB) is dedicated to providing you with resources that will help you get the most out of your health plan. Here is a checklist to help you prepare for a successful open enrollment period.

## Pre-Enrollment Planning

- Decide on what changes you will make to your benefit offerings before the open enrollment period begins in order to avoid rushing at the last minute.
- Create a list of any new changes to the plans offered and communicate these changes to employees so that they have time to evaluate, ask questions and decide on the best plan to fit their needs.
- Schedule meetings with employees to review coverage options and changes. If you are satisfied with your current offerings and have no changes to apply, then log into the MyCCSB portal and renew as-is.

## Enrollment Period - Provide the following enrollment materials to your employees:

- Communicate open enrollment deadline.
- Schedule open enrollment meetings with your employees to discuss specific plan changes and rates.
- Log into the MyCCSB portal and make new selections for the upcoming plan year.

## Post-Enrollment Period - Be sure to...

- Review invoice to ensure all employee plan information matches your plan selection.
- Follow up with employees to confirm that they have received their ID cards.
- If you or your employees have any questions, please contact your CCSB Agent or customer service at (877) 453-9198.

[CoveredCA.com/ForSmallBusiness](https://CoveredCA.com/ForSmallBusiness)

\*Questions about specific services should be directed to your health insurance carrier. To contact your carrier please refer to the number listed on the back of your member identification card.

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