

Group Health Benefits

2024 Open Enrollment Instructions

(Please read carefully)

1. Your 2024 Open Enrollment Packet includes information about plan changes for 2024. *Please review it carefully.* Additional Open Enrollment documents including the TAC Group Health Benefits Enrollment Form are posted at [2024 Open Enrollment Materials](#), by going to www.txcumc.org > Connectional Resources > Benefits > 2024 Open Enrollment Materials, or by scanning with your phone the QR code at the bottom of the cover letter.

2. *You can easily review your current benefit plans in your Boon-Chapman Member Portal online.* Go to <https://www.boonchapman.com/member-login> to do so. On the *Member Portal* home page, click on “Benefits and Coverages” on the top menu bar and scroll down to Benefit Plans to access your current 2023 benefit plan elections for you and your enrolled dependents.

You can also contact the TAC Benefits Office if you have any questions regarding your current plan enrollments.

3. Please review the benefits information provided in this packet. *If you do not wish to make any changes to your benefit plans or dependent coverages in 2024, you do not need to submit a new enrollment form during Open Enrollment.* We will continue your current 2023 benefit plans and dependent enrollments in 2024.

4. Your Open Enrollment Period is **November 1 – 15, 2023**. *If you want to make changes in your coverage, please complete in full the 2024 U65 Group Health Open Enrollment Form found on the Open Enrollment Documents, in the above link.* Indicate all plan elections and all dependents you wish to enroll. *Your dependent coverages can be different for each plan in which you enroll. Please print legibly to avoid errors or delays in your coverage. Sign and date your enrollment form no later than November 15, 2023.*

5. GHB Enrollment forms must be received in the TAC Benefits Office by November 15, 2023. *Please submit forms by fax or email rather than regular mail if possible:*

Email: pgrakes@txcumc.org

Fax: 713-521-7516

Mail: TAC Benefits Office, 5215 Main St., Houston, TX 77002

Attn: **Patricia Goforth-Rakes**

6. *All changes in coverage you elect will be effective January 1, 2024.*

7. After Open Enrollment ends, you will not be able to make benefit plan changes until the next Open Enrollment in November 2024.