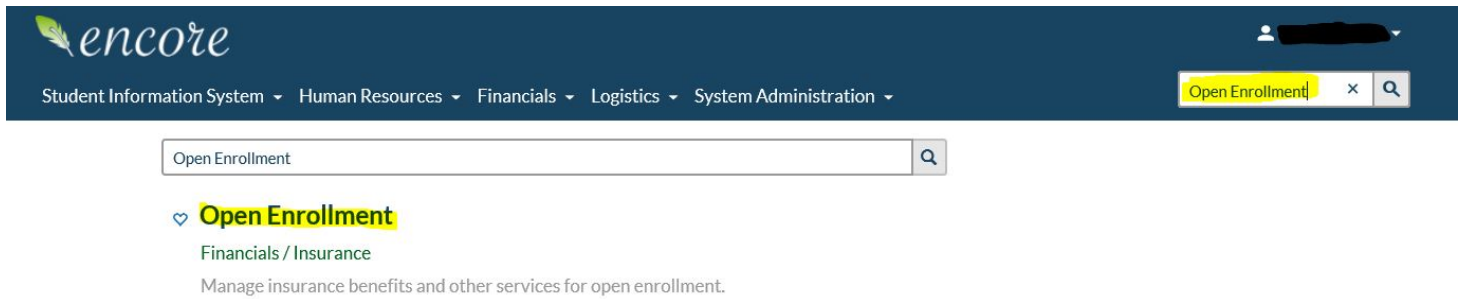


Complete the Open Enrollment Process through the District’s “Encore” System

To make any changes to your coverage choices for 2022, you will need to complete the Open Enrollment process through Encore. This may be done anytime beginning Monday, November 1st, and continuing through Friday, November 19th. To access the Open Enrollment system, log on to Encore and search for “*Open Enrollment*”. By clicking on “*Open Enrollment*”, you will be able to access all of your Open Enrollment options, review your current coverage, and make any changes to your insurance choices for 2022. You may access the Open Enrollment system as often as you would like during the Open Enrollment period. If you access the system more than once, the last change you complete is the one that will be processed as your enrollment choice. **If you fail to complete the Open Enrollment process through Encore, your insurance coverage will remain the same for 2022 as it is in 2021.** To participate in the Flexible Benefit Plan for 2022, you must make an election during Open Enrollment regardless of prior participation.



The screenshot shows the top navigation bar of the Encore system. On the left is the 'encore' logo with a leaf icon. The navigation menu includes 'Student Information System', 'Human Resources', 'Financials', 'Logistics', and 'System Administration'. On the right, there is a user profile icon and a search bar containing 'Open Enrollment'. Below the navigation bar, a search input field contains 'Open Enrollment' with a magnifying glass icon. The search results show a single item: a heart icon, the text 'Open Enrollment' in bold, 'Financials / Insurance' below it, and a description 'Manage insurance benefits and other services for open enrollment.'