

Maximizing the value of Open Enrollment season

Your open enrollment period offers you the opportunity to educate and remind employees about their benefits and verify and update employee and dependent information. Your open enrollment period offers you the opportunity to educate and remind employees about their benefits and verify and update employee and dependent information resulting from changes not reported at the time of a qualifying event. These are examples of important changes to communicate to Northeast Delta Dental during open enrollment:ion resulting from changes not reported at the time of a qualifying event. These are examples of important changes to communicate to Northeast Delta Dental during open enrollment:

- Name changes
- Address changes
- Group contact information changes
- Employment status changes
- Newly eligible or ineligible dependent children

Qualifying events

- Death
- Marital status changes (marriage, legal separation, divorce, domestic partner)
- Birth, adoption, or guardianship of dependent children
- Newly eligible or ineligible dependent children
- Employment status changes (retirement, termination, full-time to part-time status and vice versa)

Open enrollment submissions

To ensure your open enrollment changes appear on your next month's bill, please submit them by the 10th of the month prior to your contract's anniversary or open enrollment date.

Please submit your open enrollment changes in one of the ways that Northeast Delta Dental has provided:

- Email: eligibilitydepartment@nedelta.com
- Fax: 603-223-1252
- Mail: Eligibility Department, Northeast Delta Dental, PO Box 2002, Concord, NH 03302-2002

If you need enrollment supplies (forms, outline of benefits booklets, etc.), you may contact our Account Services Department at accountservices@nedelta.com or by fax 603-223-1129.