

**September 30, 2014**

**2015 Open Enrollment**

**Haga Clic Para Español**



**As a valued employee, you have the opportunity to enroll in the following insurance benefits offered by Altman Plants.**

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| <ul style="list-style-type: none"><li>• Medical Coverage</li><li>• Vision Coverage</li><li>• Dental Coverage</li><li>• Life and AD&amp;D Insurance</li></ul> | <u>Voluntary Benefits</u> <ul style="list-style-type: none"><li>• Life Insurance</li><li>• Critical Illness Insurance</li><li>• Accident Insurance</li></ul> |
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### **How to Prepare for your Personal Enrollment Session**

1. **You will be required to attend a group meeting** to help you understand the benefits available to you.
2. **You will be required to attend an individual meeting** and to enroll in your benefits.
3. **You will need to bring to your individual meeting** the social security number(s), dates of birth, and Doctor's name and address for each of your dependents that you wish to have coverage for.

### **What Will Happen During Your Personal Enrollment Session?**

#### **A Benefits Counselor will:**

- Explain the benefits available to you.
- Complete your enrollment.

#### **You Will:**

- Sign a waiver form if you are not interested in enrolling in any of the benefits plans.
- Receive a benefit confirmation form confirming your enrollment selection.

**WE APPRECIATE ALL THAT YOU DO FOR ALTMAN PLANTS**