



Dear ActOne Government Solutions Participant,

Welcome to your 2024 Open Enrollment for your **Aetna MedPremier Benefits Plan**. Boon's Open Enrollment period is scheduled for **November 17 through December 8, 2023**. **All benefit changes will be effective January 1st, 2024** (using December 2023 Health & Welfare hours and deductions for dependent coverage will begin with the December 1, 2023 paycheck). To remain in the plan and maintain your current benefits and dependent elections, you do not need to take any action. Your current MedPremier benefits will remain in force for the 2024 Plan year.

Visit the Boon Online Enrollment website: www.theboongroup.com/enrollment

- To enroll online and/or to view your benefit materials, please copy and paste the web address above into your browser and log onto your account. You are auto-enrolled with EE only coverage. If you are adding dependents, you must complete the entire enrollment process and sign and submit the application online.
- In order to log in, you will need your Social Security Number on file and a pin number. Your pin number will be the last four digits of your SSN and the last two digits of your birth year (Ex: xxx-xx-9999) and 01/01/1961 would give you a pin of 999961.
- **If you experience difficulty accessing your account online or completing the enrollment process, please contact Boon at 866 337 8417.** Representatives are available to assist you **Monday through Friday 6:00 am – 7:00 pm and Saturday through Sunday 9:00 am – 12:00 pm, Central Time.**

Not making any changes to your enrollment?

- **You are automatically provided Employee Only coverage.** You will automatically be rolled into this new plan effective 1/1/24 according to your current benefit status. If you have dependents enrolled currently and do not make any changes, their enrollment will carry over through the 2024 plan year and your paycheck will be deducted the monthly costs outlined in the enclosed Overview document, depending on your current tier level of coverage.

Want to make changes to your enrollment?

- **If you intend to make any changes to your current enrollment (i.e.: add / remove a dependent) you have from November 17 – December 8 to do so.** Any dependents added to the plan will be paid by you through payroll deductions. The monthly costs of dependent coverage can be found on the enclosed Aetna MedPremier Benefit Overview document. The online portal will allow you to add or remove any eligible dependents on your plan under the "Dependents" section. **If you intend to make any changes to your enrollment, please do so by December 8.**

Update your Transamerica Life Beneficiary Form

- All employees – please update any beneficiaries (if applicable) for your Transamerica Life Insurance Policy in the online portal. This can be found under the Term Life & AD&D Link. If you prefer to submit beneficiary changes manually, you may complete a new Transamerica Life Beneficiary Form. This form can be found in the Forms Library, which can be accessed by clicking the Forms icon in the upper right-hand corner of any page during your enrollment. You can email a scanned copy of your completed forms to enrollment@theboongroup.com
Attn: ActOne Open Enrollment.

Do you want to waive out of participation in this benefit plan?

- If you wish to waive your coverage or have waived previously, you must submit/re-submit both the completed Waiver Form along with proof of your other coverage by email. **Attn: ActOne Open Enrollment, email to enrollment@theboongroup.com by December 8, 2023.** The waiver forms can also be found in the Forms Library in the online portal. Please fill-out and submit the "MedPremier Election Waiver" along with your proof of other coverage (acceptable forms of other coverage are listed on the Waiver forms). **Even if you were waived last year, you must re-submit in order to waive coverage for the 2024 plan year.**
- **All waivers must be received no later than December 8, 2023.** If you previously submitted a waiver but no longer have other group sponsored major medical coverage through a Spouse or Parent, you will be automatically enrolled into medical coverage, unless you have gained other group sponsored major medical coverage and can re-submit a new Waiver Form and proof of other group coverage.

For questions regarding your benefit plan, please call us toll free at: **866 337 8417**. Representatives are available to assist **Monday through Friday 6:00 am – 7:00 pm and Saturday through Sunday 9:00 am – 12:00 pm, Central Time.**