

Now that Open Enrollment (OE) is over, it's time to focus on engaging new hires and those who have a qualifying life event. Our team is here to help! Below is an overview of how we can ensure your new employees are making the right decision about their benefit selections. Since 90% of employees stay in the same plan year after year, it's critical that they opt into the best plans from the start!

Next Steps Decision Doc is available to you throughout the plan year, and you can provide the link to any employees that may qualify to change or enroll in a plan, including new hires and those experiencing a qualifying life event.

After the conclusion of your Open Enrollment period, we will send you a flyer tailored to new hires and those experiencing a qualifying life event. Here are some ways to incorporate Decision Doc into your onboarding process:



- Add Decision Doc as part of your onboarding checklist and new employee orientation.
- Provide a link to Decision Doc in your employee benefit guide and enrollment platform.
- Give every new hire the opportunity to engage by allowing them to use Decision Doc during the work day.

If you need some additional assistance, our team can help! We can send a series of three (3) email reminders to any employees that qualify. With this approach we will need updated contact information for new hires, including names and email addresses. Please see the requirements for an updated eligibility file below.

Eligibility File Just like Open Enrollment, it's best to provide an eligibility file for new hires and qualifying life events, but not always necessary. Please provide an eligibility file if:

- You'd like our team to send emails to your employees.
- If you have different eligibility groups and prefer this info is preloaded into Decision Doc.

We can accept this file at whatever frequency matches your hiring practices (weekly, monthly, ad hoc). You can use the same [Eligibility Template](#) you used during Open Enrollment and send to us via our [secure link](#) or via secure email.

What's next? During your debrief call, we will discuss further and select the right fit for you!

Decision Doc, powered by Sherpa Score, is a joint solution offered by MyHealthMath, Inc. and Sherpa