



MICHIGAN  
CATHOLIC  
CONFERENCE

## Open Enrollment 2026 Checklist

### ☐ Review OE26 communications

- [Brochure](#)
- [Participant Cover Letter](#)
- [Save-the-Date Postcard](#)
- [Announcement Email](#)
- [Reminder Postcard](#)

### ☐ Reach out to MCC with questions about the benefit offerings

- **Phone:** (800) 395-5565
- **Email:** [benefits@micatholic.org](mailto:benefits@micatholic.org)
- **Chat:** Visit [benefits.micatholic.org](https://benefits.micatholic.org) and click or tap the Chat Now button
- **Hours:** Monday–Friday, 8:15 am to 4:45 pm (excluding holidays)

Voicemails and emails will be responded to no later than the end of the next business day.

### ☐ Consider your coverage needs

Think about how you and your family used benefits in the past and consider your coverage needs for the upcoming year. Review your previous Explanation of Benefits statements (EOBs).

### ☐ Gather any necessary information

Gather items you will need to have on hand when you enroll such as your dependents' Social Security Numbers and dates of birth.

### ☐ Log in to ESS to enroll

Visit [Employee Self-Serve](#)

### ☐ Confirm, add, or remove dependent coverages

Watch: [How to Add Dependents to Your Coverage](#)

### ☐ Change or designate your beneficiaries

View: [LERP Beneficiary Designation Form for Plan Death Benefit](#)

### ☐ “Save” your benefit elections by November 7

Be sure to print the confirmation page for your records.

### ☐ Submit any required documents by November 13

If applicable, submit any required dependent verification documents such as a marriage license or birth certificates to MCC and Evidence of Insurability to UNUM.

### ☐ Obtain your confirmation statement from your employer

Benefit Enrollment Confirmation Statements will be available to employers by November 30.

### ☐ Review your first full paycheck in 2026

Ensure the appropriate amounts are being deducted.