


Instructions for Open Enrollment 2023

Open Enrollment for the 2023 Calendar Year is from October 31 – November 11, 2022. Please visit http://www.lakeshoreschools.org/for_staff/district_forms for summary plan listings, required forms, MESSA instructions and other documentation.

1. If waiving health and/or dental-vision, please complete the waiver of benefits form at https://app.informedk12.com/link_campaigns/waiver-of-benefits?token=HejceT9R5yxxi8ArnmXNNsQV and attach proof of other coverage (REQUIRED).
2. Login to your personal MESSA account (or create one if you need to) at www.messa.org. Please make your 2023 benefit elections at MESSA.org even if you are opting-out of group coverage.
 - a. Click on the  Online benefits website on the left side of the screen.
 - b. Verify your personal information
 - c. Make new health, dental, vision elections or add/remove dependents
 - d. Acknowledge Participation Statement (click on check box)
 - e. Submit by clicking on Complete Enrollment button

MESSA Meetings have been scheduled on the following dates. Representatives will be available to answer questions. Bring a device if you need assistance logging in and/or making your elections.

<i>Wednesday, November 2nd</i>	Kennedy Middle School – Media Center – 7:30 am to 12:30 pm Lake Shore High School – Media Center – 1:30 pm to 5:00 pm
<i>Thursday, November 3rd</i>	Masonic Heights – Teachers’ Lounge – 7:30 am to 9:30 am Violet Elementary – Teachers’ Lounge – 10:00 am to 12:00 pm Rodgers Elementary – Ad Center Planning Room – 1:00 pm to 3:00 pm All Staff – Ad Center Planning Room – 3:00 pm to 5:00 pm

Elections must be complete by midnight on Friday, November 11, 2022. If no election is made by November 11th, your 2022 elections for medical, dental, and vision will remain in effect for 2023. However, your FSA elections will not roll over to 2023. If you want to continue FSA contributions in 2023, you must enter your annual election amount online.

Please contact MESSA at (800) 292-4910 or Shelly Larsen at slarsen@lsp.org with any questions.