


Instructions for Open Enrollment 2024

Open Enrollment for the 2024 Calendar Year is from October 30 – November 10, 2023. 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 2024 benefit elections at MESSA.org even if you are opting-out of group coverage.
 - a. Click on the  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.

Monday, October 30th

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

Thursday, November 2nd

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 10, 2023. If no election is made by November 10th, MESSA will choose the most comparable plan to what you are currently enrolled in for your 2023 elections. However, your FSA elections will not roll over to 2024. If you want to continue FSA contributions in 2024, you must enter your annual election amount online.

Please contact MESSA at (800) 292-4910 or Gina Smith at gsmith@lsp.org with any questions.