

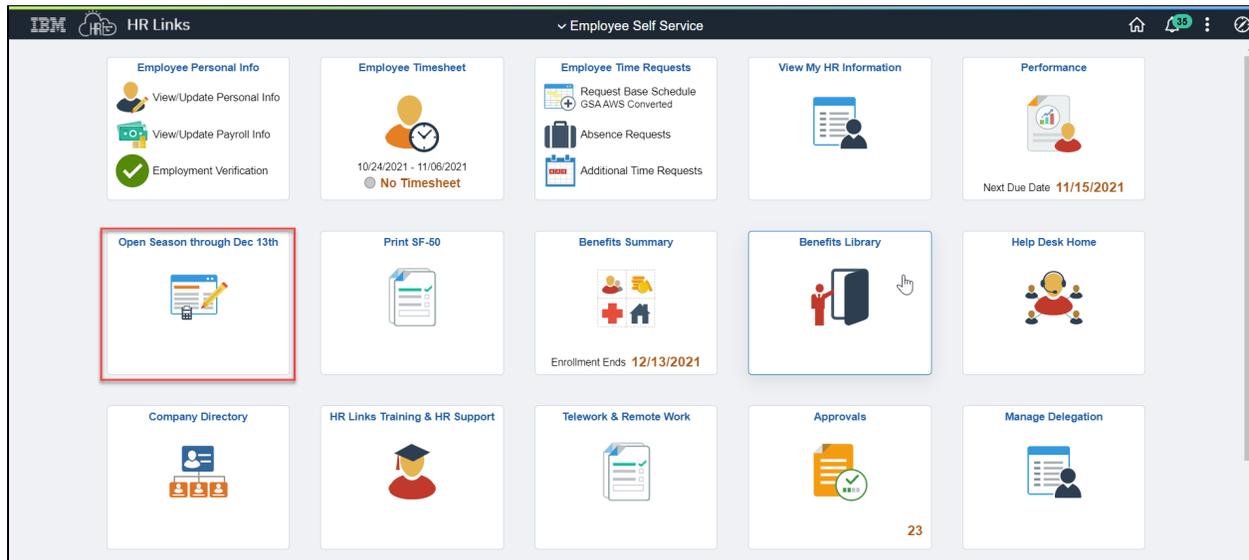


# Waive/Cancel Coverage: FEHB Open Season

**Use this guide to waive or cancel coverage during the Federal Employees Health Benefits (FEHB) Open Season.**

**When you waive or cancel coverage, you will not be able to reenroll in FEHB coverage again until you experience a Qualifying Life Event or participate in next year's FEHB Open Season.**

1. From the HR Links homepage, select the **Open Season** tile. The tile includes the date Open Season ends (ex: *Open Season through Dec 13<sup>th</sup>*).



2. Read the instructions on the *Benefits Enrollment* page.
  - a. **Note:** If you see another event listed, such as *New Hire* or *Family Status Change*, contact your [Benefits Specialist](#) before continuing.
  - b. **Note:** If you do **not want to make changes** to your benefits enrollment (i.e., you are not changing your enrollment code or making changes to your covered dependents), **no further action is required on your part**. You can exit the system.



3. After reading the instructions, select the **Open Season** enrollment box to begin the process of waiving or canceling benefits.

## Benefits Enrollment

### Welcome to the 2021 Federal Benefits Open Season!

Please click on the Open Season tile to begin your enrollment.

**Important! Please do not proceed:**

- If you do not want to make changes to your existing FEHB coverage. No further action is required on your part.
- If another event is displayed below, such as a Hire event or a Family Status Change event, contact your Benefits Specialist before proceeding.

 **Open Season**  
Date: 01/02/2022  
Status: Open

It may take a few seconds for your benefits enrollment information to load after you click on the tile above.

4. The **Enrollment Summary** displays your existing coverage under the *Current Plan* heading. Your existing coverage defaults as your new plan and will be listed under the *New Plan* heading.
5. Select the **FEHB** tile to waive or cancel coverage.



## Benefits Enrollment

Open Season

Open Season is your annual opportunity to modify your FEHB election. Your new coverage will be effective on **Sunday, January 2, 2022.**

**Important!** If you wish to modify your FEDVIP election, please visit **BENEFEDS**. Please visit **FSAFEDS** to modify your flexible spending account contribution.

### Enrollment Summary

FEHB					
 FEHB	<table><tr><td>CURRENT PLAN</td><td>NEW PLAN</td></tr><tr><td><b>BCBS Service Benefit Plan Basic: Self &amp; Family 112</b></td><td><b>BCBS Service Benefit Plan Basic: Self &amp; Family 112</b> &gt;</td></tr></table>	CURRENT PLAN	NEW PLAN	<b>BCBS Service Benefit Plan Basic: Self &amp; Family 112</b>	<b>BCBS Service Benefit Plan Basic: Self &amp; Family 112</b> >
CURRENT PLAN	NEW PLAN				
<b>BCBS Service Benefit Plan Basic: Self &amp; Family 112</b>	<b>BCBS Service Benefit Plan Basic: Self &amp; Family 112</b> >				

**SAVE AND CONTINUE** CANCEL

6. In the *Edit Your Coverage* section, select the **Waive/Cancel Coverage** button.

### Edit your Coverage

SEARCH FOR PLAN VIEW ALL PLANS **WAIVE/CANCEL COVERAGE**

7. The page will update, indicating that you selected to not take any coverage. If this is correct, select the **Save and Continue** button.

### Edit your Coverage

SEARCH FOR PLAN VIEW ALL PLANS **WAIVE/CANCEL COVERAGE**

**!** You have selected to not take any coverage. Choose Search for Plan or View all Plans above to find your desired plan.

**SAVE AND CONTINUE** CANCEL

8. Review your information on the **Submit Your Elections** page.
- To preview forms, choose the **View/Print SF-2809** button.
  - Select the **Submit** button to finalize your election to waive or cancel coverage.



## Benefits Enrollment

Submit Benefit Choices

### Submit Your Elections

You have almost completed your enrollment. You must click the Submit button on this page to finalize your benefit choices.

### Print Standard Forms For Your Records

ⓘ If your marital status is incorrect when you preview your SF-2809, please use the Correct Marital Status button to update it. Your marital status data is solely used to populate the SF-2809 as previewed here.

[VIEW/PRINT SF-2809](#)

[CORRECT MARITAL STATUS](#)

### Authorize Elections

I understand that this election will overwrite my current election on file of the same type.

**WARNING:** Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the **Submit** button, I understand that my HR Links login information is my electronic signature in effecting this transaction.

[SUBMIT](#)

[CANCEL](#)

9. A confirmation screen will appear. Select the **OK** button to return to the *Benefits Enrollment* page.



## Benefits Enrollment

### Submit Confirmation

Your benefit elections have been successfully submitted to the Benefits Department.

Your Open Season election will be effective January 2, 2022.

Please review your **Earnings and Leave Statement** on January 21, 2022 to validate your deduction is correct.

Fillable forms available to employees within HR Links (e.g., SF-2809, SF-2810, SF-2817, and TSP-1) include a Privacy Act Notice that describes the legal authority for collecting the information; the primary and permissive routine uses of the information; and the potential consequences of not providing the requested information.

To return to the Benefits Enrollment page, use the **OK** button.

**OK**

## 10. You will receive an email confirmation of waiving benefit coverage shortly. **You have successfully waived or cancelled your FEHB coverage for Open Season.**

Self Service Benefit Enrollment Notification Inbox x



donotreply\_HRLINKSUAT@ibm.com  
to me

11:39 AM (0 minutes ago) ☆ ↶ ⋮

The following Benefit enrollment has been submitted on 2019-11-04-12. [REDACTED]

Employee Id: [REDACTED]

Event Description: Open Season

FEHB Enrollment Plan Name	Coverage	Dependent Participants
FEHB: Pre Tax	Waive	
FEHB: After Tax	Waive	

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