



## Action Required: You Must Enroll in Benefits for Both 2025 and 2026

Because of the timing of your new hire benefits eligibility, **you will need to enroll in benefits twice in the upcoming weeks** – once to choose your benefits for the remainder of 2025, and once to choose your benefits for 2026.

### Enroll in Your 2025 Benefits as a New Hire or Newly Eligible Associate

Follow the enrollment instructions in your new hire/newly eligible enrollment invitation letter enclosed. Be sure to note both the enrollment deadline date and your coverage effective date. The benefits you choose will be effective from your coverage effective date indicated in the enclosed letter through December 31, 2025, provided you complete your enrollment by the enrollment deadline date indicated in your letter.

Once you have completed your enrollment, go to the **Benefits tile** in My ACI to see any required documents you need to submit, such as Evidence of Insurability or dependent verification documentation. **Complete your pending actions as soon as possible as you will not be able to enroll in benefits for 2026 until all pending actions for your 2025 benefits enrollment are complete.**

### Enroll in Your 2026 Benefits During Your Open Enrollment Window

You can make your 2026 benefit elections **AFTER** your 2025 benefits enrollment is complete and all pending actions have been closed. To open your Open Enrollment event to choose your 2026 benefits, contact the Associate Experience Center (AEC) at **888-255-2269**, Monday-Friday, 6 am to 6 pm AZ time to speak with a representative. A representative can close your new hire/newly eligible enrollment event, approve documents and open an Open Enrollment event for you to choose your 2026 benefits.

If you wish to make changes to any of the benefits you elected for the remainder of 2025, or you wish to contribute to a Health Savings Account (HSA) or Flexible Spending Accounts (FSAs) in 2026, you must make your elections by the last date of your Open Enrollment window indicated in myACI Benefits.

Check out the Open Enrollment page on benefits website (<https://myaci-benefits.com/benefits-basics/2026-open-enrollment/>) to learn what's new for 2026, watch an Open Enrollment video, find out how to access a 2026 Benefits Guide and Rate Sheet and more.

### Questions?

If you have questions about your benefits or how to enroll, contact the Associate Experience Center at **888-255-2269**, Monday-Friday, 6 am to 6 pm AZ time. Alternatively, you can submit a Help Desk ticket via myACI.