



HR-REMINDERS



- **Window closes **October 31, 11:59 PM**. There are **13** days left to enroll/make changes/advise of no changes to benefits.**
Late enrollments will not be accepted, no exceptions.
- **Supporting documentation MUST BE SUBMITTED, whether making changes or not.**
 - Supporting Documentation/Proof of Dependency shall be sent to Erisa Administrative Services via Fax: (505) 244-6009 or E-Mail to SONM@easitpa.com with the completion of online enrollment or no-change form.
- **Upon submitting the electronic (or paper for LPB employees) Enrollment/Change or No Change Form, the employee must:**
 - **Retain one copy for employee's personal records**
 - **Forward one copy to Human Resources for employee's Personnel File**
- **The Hartford Beneficiary Designation Form (also required) must be submitted to Erisa at time of submission, also employee must:**
 - **Retain one copy for employee's personal records**
 - **Forward one copy to Human Resources for employee's Personnel File**



Name/Address

- ✓ Should match the Drivers License or Real ID



Special characters should not be used (-, #, ~, etc.)

Affects the transferring of files



**Dedicated line for SoNM and Participating LPB
Employees**

Contact a Customer Service Representative at

1-855-862-3912

***Monday through Friday from 8:30 a.m. to 8:00 p.m.,
EST.***

Questions





Thank You



Resources:



<https://www.mybenefitsnm.com/ActiveEnrollment.html>