
EUTF Open Enrollment for Active Employees



Open enrollment (OE) is the time for you to review whether the health coverage you have for yourself and your family continues to best meet your needs. **The OE election period is April 1 - 30, 2024.**

During the OE election period, you can:

- Add, change or drop a plan
- Add or remove dependents
- Change coverage tiers, such as changing from Self to Family, or Family to Two-Party

If you decide to keep your current plans, you don't need to take action. You are not required to complete any forms to continue your current coverage.

If you are making changes, submit changes through the EUTF Member self-service portal at eutfbenefits.hawaii.gov or complete and submit the EC-1 enrollment form available on the website at eutf.hawaii.gov (or EC-1H for those enrolled in HSTA VB plans).

OE change requests and required supporting documents must be submitted through the EUTF Member self-service portal at eutfbenefits.hawaii.gov by April 30, 2024. If you don't enroll through the EUTF Member self-service portal, submit your completed EC-1/EC-1H enrollment form and required supporting documents to your employer's open enrollment designee by April 30, 2024, for changes to be effective July 1, 2024. Please do not submit changes through both the Member self-service portal AND open enrollment designee (i.e. hard copy EC-1/EC-1H form).

Required supporting documents must be submitted by April 30, 2024. The EUTF will not contact you regarding outstanding supporting documents, and late submissions will not be accepted.

Important!

Your Confirmation Notice can be viewed by logging into the EUTF Member Self-Service portal at eutfbenefits.hawaii.gov. Confirmation Notices reflecting Open Enrollment changes will be available in the months of May-June. If your Confirmation Notice is not available in the EUTF Member Self-Service portal by the end of June or if you would like a printed copy to be mailed to you, please contact the EUTF at 1-808-586-7390 or toll-free at 1-800-295-0089.

Required Supporting Documents

ENROLLMENT TYPE	REQUIRED DOCUMENTS
Self	No documents required
Adding a Spouse/Partner	<ul style="list-style-type: none"> • Marriage or Civil Union Certificate • Domestic Partnership – Notarized Declaration of Domestic Partnership, Affidavit of Dependency & Acknowledgement, and two sets of documents showing proof of shared residency (forms available at eutf.hawaii.gov)
Adding a Dependent Child	<ul style="list-style-type: none"> • Birth Certificate • Guardianship Decree (if legal guardian) • Adoption Decree (if child is placed for adoption or adopted)
Dependent Children Ages 19 through 23 (Full-Time Students Enrolling in Dental and Vision)	Student Certification from accredited school on school letterhead with registrar's signature or certificate from the National Student Clearinghouse confirming full-time status (transcripts and class schedule are not accepted).

Important Dates

Open Enrollment Election Period	April 1 - 30, 2024
Enrollment Change Request and Required Supporting Documents Submission Deadline	April 30, 2024
Premium and Plan Changes Effective	July 1, 2024
For County Employees New Premiums Deducted from Paycheck	July 15, 2024 through June 30, 2025
For State Employees New Premiums Deducted from Paycheck	July 20, 2024 through July 5, 2025

Open Enrollment Informational Session Schedule

IN-PERSON INFORMATIONAL SESSIONS

Dates	Island	Location	Session Times
April 1	Maui	UH Maui College Pilina Events Center, 2nd Floor Pilina Building 310 W. Kaahumanu Avenue, Kahului, HI 96732	
April 4	Oahu	Leiopapa A Kamehameha, State Office Tower 2nd floor Meeting Room 203 & 204 235 South King Street, Honolulu, HI 96813	10:00-11:00 a.m. 3:00-4:00 p.m.
April 8	Kauai	Kauai Community College OCET Room 106 C & D 3-1901 Kaumualii Highway, Lihue, HI 96766	
April 10	Molokai	Kualapuu Park & Community Center 1 Uwao Street, Kualapuu, HI 96757	9:00-10:00 a.m.
April 12	Oahu	Leeward Community College Education Building, Room 201 A & B 96-045 Ala Ike Street, Pearl City, HI 96782	
April 15	Hawaii	Aunty Sally Kaleohano's Luau Hale 799 Piilani Street, Hilo, HI 96720	
April 22	Hawaii	West Hawaii Civic Center Community Meeting Hale, Building G 74-5044 Ane Keohokalole Highway, Kailua-Kona, HI 96740	10:00-11:00 a.m. 3:00-4:00 p.m.
April 26	Oahu	Windward Community College Hale A'o Building, Room 101 & 102 45-720 Keaahala Road, Kaneohe, HI 96744	

Open Enrollment Informational Session Schedule

WEBINAR INFORMATIONAL SESSIONS

April 2, 3, 9, 11, 16, 17, 18, 19, 23, 24, 25 & 29

9:00-10:00 a.m.
11:00 a.m.-12:00 p.m.
3:00-4:00 p.m.

To attend the webinar, go to eutf.hawaii.gov/learning-center, and click on Active Employee Open Enrollment Fair. You'll be able to view on-demand video presentations from the EUTF and each of the insurance carriers, and attend an EUTF live webinar. For the best experience, use an up-to-date version of Google Chrome (preferred), Safari, or Firefox from a desktop/laptop.