

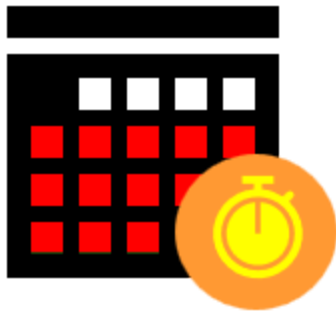


Outlook

2026 Open Enrollment Reminder

From Employee Benefits <eb@neisd.net>

Date Mon 10/20/2025 11:40 AM



Open Enrollment ends today!!!

This is your last chance to make changes
to your benefits for 2026!

To begin your benefit elections, access **Employee Center**, by following these steps:

- go to www.neisd.net,
- click on *Employee Login*,
- click on *Sign in with Microsoft*,
- click on *Employee Center*,
- and click on the **Open Enrollment link**.

Instructions are provided on the Employee Benefits Open Enrollment webpage:

www.neisd.net/openenrollment.



It is important that you review the plan documents and compare your benefit options. Information on each benefit can be found on the Employee Benefits Open Enrollment Webpage (www.neisd.net/openenrollment).

Deadlines:



The **NEISD Help Desk** closes at 4:30 pm. They are the ones who help you with your NEISD User ID and Password.



The **Employee Benefits Office** closes at 4:45 pm. We are the ones who help you with your benefits.



The **Open Enrollment benefits system** closes at **11:59 pm tonight**.
No more elections can be processed after it closes.

If you miss the deadline to enroll and you have an existing NEISD medical plan, you will have the same benefits elections next year that you have this year through December 31st except for any FSA election. **You will also be charged the \$30 monthly tobacco surcharge beginning January 1st.**

Don't forget:

Every employee should log in and make their benefits elections, even if you are not making any changes. All employees with a NEISD health plan are **required** to **make their tobacco declaration** online each year.



If you are making changes or keeping everything the same, be sure to **print and/or email your confirmation page** at the end of your enrollment. It is the only proof you have of the exact elections you made and waived. Keep it in a safe place and compare it to your January 2026 paycheck(s).

Happy Open Enrollment! Employee Benefits Office

Hello Mary,

We need to send the above email as soon as humanly possible to all district employees.

Respectfully,

Risk Management and Benefits

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