**Email to employees**

Subject: Remember to sign up for benefits

If you haven’t yet elected benefits, there’s still time — but you must act now. The enrollment window ends [insert date]. Unless you have a qualifying life event during the year, the next time you will be able to elect or change benefits coverage will be during annual enrollment in the fall.

Log on to [Benefits Connect](https://logon.pensions.org/) before midnight [insert date]:

* Review your options and costs.
* Elect benefits for yourself and eligible dependents.
* Designate beneficiaries.

##### Be sure to review the materials provided or visit **pensions.org/benefitsguidance** for more information. If you have questions about the features of any benefit or how to use Benefits Connect, call the Board of Pensions at 800-773-7752 (800-PRESPLAN).