Benefits Enrollment Checklist

Use this handy checklist to prepare to enroll in benefits.

	Pre-Enrollment
☐	Complete the "Genesco Benefits Orientation" course in Absorb.
☐	Visit www.benefitsatgenesco.com for more information about benefits offered by Genesco.
☐	Visit "Upwise", your virtual benefits counselor, for assistance with determining the right benefits for you. Link can be found at www.benefitsatgenesco.com.
☐	Are you planning to cover your spouse or dependent children on your plans? • You will need the name, social security number and date of birth for each dependent. • You will also need to provide dependent verification documents as proof of relationship. A list of acceptable documentation can be found at https://benefitsatgenesco.com/documents-and-downloads/.
☐	Enroll within 60 days of your hire/eligibility date via myGenesco.com. If you do not elect coverage during this period, your next opportunity to enroll will be within 60 days of a qualifying life event or during next year's open enrollment.
	After Enrollment
☐	Benefit premiums will be deducted from your pay within 2 pay periods after enrolling. Please check your pay statements to ensure the correct premiums are being deducted from your pay.
☐	Watch for your ID cards to arrive in the mail at your home. If you do not receive the cards within 7 – 14 business days of enrolling, please call the providers directly to request replacement ID cards. Contact information for the providers can be found at https://benefitsatgenesco.com/providers/.

Questions? Contact Benefits at Benefits@genesco.com or 615-367-7852.