

# Open Enrollment Toolkit

Open enrollment is your worksite employees' once-a-year opportunity to enroll in or change their benefits unless they experience a life status change event later in the year.

TriNet will communicate with your worksite employees throughout the enrollment period. However, if you want to supplement our communications, we are providing resources you may use to encourage worksite employees to learn about any changes and to actively enroll.



## KEY DATES:

- **Worksite Employee Open Enrollment:** July 30–August 13, 2025
- **Worksite Employee Email Deployment Dates:** [Click Here](#)
- **Worksite Employee Benefits Correction Period:** September 4–10, 2025
- **2026 Benefits Plan Year:** October 1, 2025–September 30, 2026

## Open Enrollment Guide

Click below to view a comprehensive guide to open enrollment information for worksite employees, which is included in open enrollment emails from TriNet. This guide is also a great resource for conducting your own open enrollment presentation.

- [Open Enrollment Guide Portfolio A](#)
- [Open Enrollment Guide Portfolio B](#)



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## Open Enrollment Videos

Share these videos with your worksite employees to help support open enrollment.

- [Benefits Basics: Understanding Your Benefits](#)
- [Benefits Basics: Plan Types](#)
- [Benefits Basics: HDHP + HSA](#)
- [Benefits Basics: FSA](#)

## Open Enrollment Messaging Templates

Utilize these messaging options to promote open enrollment and the importance of taking action.



## Open Enrollment Poster

Share a digital poster with your worksite employees to announce the open enrollment period.



To request hard copy posters to be mailed to your company, [click here](#).

## PRO TIP:

To view current plan costs, log in to TriNet ([login.TriNet.com](#)) and navigate to your Admin view.

Once there, you will go to Benefits > Resources > Plan Costs and you will be able to view by state.

To view worksite employee's open enrollment status, log in to TriNet ([login.TriNet.com](#)) and navigate to your Admin view.

Once there, you will go to Company Dashboard > Scroll down to Open Enrollment Status > Click on the "people" icon to access your company's open enrollment status report.

Please note, this dashboard is only available during open enrollment and correction periods.

To help worksite employees maximize their savings with their flexible spending accounts (FSA) and understand important deadlines, [click here](#) to launch the FSA eGuide.

For more information on HDHP + HSAs, please [click here](#).

## Worksite Employee Contact

If your worksite employees have any questions, please have them log in to TriNet ([login.TriNet.com](#)) and click Contact TriNet.

If your worksite employees are unable to log in, please have them [watch this short video](#).