



2016 ANNUAL BENEFITS OPEN ENROLLMENT ACKNOWLEDGEMENT LETTER

Crestline's 2016 Benefits Open Enrollment begins **Monday, November 2nd** and ends **Friday, November 20th, 2015 at 11:59PM EST.**

We are pleased to offer a convenient way for you to make annual benefits elections and/or other changes **via our Benelogic online system.** If you plan to enroll in/make any changes to your benefits, **you must do so during our Open Enrollment period by logging into your Benelogic Employee Portal – <https://crestline.benelogic.com>.**

We will be unable to allow any enrollments/changes beyond November 20th.

BENEFIT	ENROLLMENT
<ul style="list-style-type: none"> • Medical • Vision • Prescription • Dental • Short-term Disability • Long-term Disability* • Employee Assistance Program • Basic and Supplemental Life • Flexible Spending Accounts* • Group Legal 	<p align="center">Benelogic Employee Portal https://crestline.benelogic.com Login ID: Employee ID Password:</p> <p align="center">If have previously logged in and changed your password, then you will need to use that password to access the Portal again.</p> <p align="center">If you cannot remember your password, you can either reset it yourself or contact your property's HR Representative.</p> <p align="center">Employees who have never accessed their Benelogic profile or Employees becoming eligible for benefits 11/1/2015 or 12/1/2015 will need to use EMPLOYEE ID as their initial password to log in.</p>
<ul style="list-style-type: none"> • Pet Insurance 	<p align="center">Call 1-877-PETS-VPI or visit www.eb.petinsurance.com</p>

*Long-term disability and Health Care/Dependent Care Flexible Spending accounts are only available to managers

I acknowledge that I have been given the opportunity to enroll/make changes to the benefits listed above. **Therefore, I understand that if I do not enroll/make changes to my benefits during Open Enrollment (November 2 – November 20, 2015), I will not be able to enroll/make changes to my benefits until next year's Open Enrollment period, which will be held in November 2016 with the benefits effective date of 01/01/2017.**

Note: This acknowledgment must be signed and returned to your HR Representative.

Employee Name (print) _____

Employee Signature _____ Date _____

OPEN ENROLLMENT ENDS: Friday, November 20, 2015 at 11:59PM EST