

# Open Enrollment Checklist



## Step 1: Set an Reminder!

Open Enrollment in the individual Marketplace runs **November 1 - December 15**.

Schedule a reminder to visit [HealthCare.gov](https://www.healthcare.gov) before December 15!

Tip: Save this date and time in different places: on your phone as an alarm, on Facebook as an event with your family/friends, and on a physical calendar.



## Step 2: Get Help!

Identify local resources and contacts to help with questions and troubleshoot problems. Navigators agencies will assist you with your Marketplace application—for free!

Tip: Try applying for the Marketplace together with your family members or trusted friend; this takes some of the intimidation out of applying. Keep a Navigator's contact info handy!

Navigator Agency	Phone	Website
Covering Wisconsin	608-261-1455	<a href="http://www.coveringwi.org">www.coveringwi.org</a>
Northwest WI CEP, Inc.	888-780-4237	<a href="http://nwcep.org">nwcep.org</a>
Forest County Potawatomi Community	715-478-7200	<a href="http://www.fcpotawatomi.com">www.fcpotawatomi.com</a>



## Step 3: Stay Organized!

Gather all important documents and information such as names, dates of birth, social security numbers, insurance carriers, a copy of last year's taxes, etc. of all members of your household: even if they are not applying for coverage.

Tip: The Marketplace application usually includes the tax fillers and their tax dependents. Having last year's taxes handy will help answer some income and household questions.