

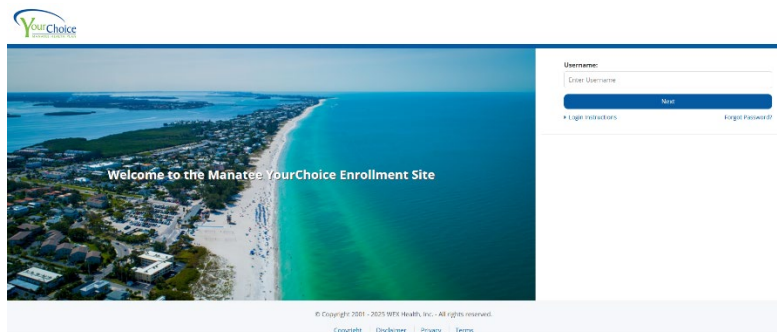
# ATTENTION NEW HIRES – BENEFITS ENROLLMENT

Employees hired between October 2, 2025 and November 1, 2025 whose benefits will be effective December 1, 2025 will need to complete additional steps to enroll in their 2025 and 2026 benefits.

Step 1: Complete your New Hire enrollment between now and November 21, 2025. These are the benefits that will be in effect from December 1, 2025 through December 31, 2025 to have benefits continue into 2026 you **must** complete step 2 below.

Step 2: After you complete your New Hire enrollment, a new window will automatically open to complete your 2026 Annual Enrollment. You **must** go through the entire enrollment process again to make your benefit elections for 2026.

To complete your enrollments, log in to: <https://manateeyourchoice.com/#benefit-links>



Login for Benefit Express: Your User ID will always be your Employee ID. The default password is your capitalized first name initial, lowercase last name initial plus home zip code. (For example, John Smith living in zip code 34208 is **Js34208**)

**\*\*All marriage and birth certificates for any dependents added to the plan need to be uploaded during the enrollment process. \*\***

[Click on the link below to learn more about your benefit options:](#)

Manatee YourChoice Benefits Booklet:

<https://manateeyourchoice.com/employeebenefits/Booklets/Employee-Benefits-Booklet-2025.pdf>

As a reminder, during the New Hire enrollment you are not required to provide Evidence of Insurability (EOI) to enroll in additional life insurance, spouse life insurance, additional long-term disability, and short-term disability. If you choose to waive these benefits during your New Hire enrollment and then elect them as part of the Annual Enrollment, or anytime in the future you may be subject to the EOI process. If you have questions, please contact the Employee Health Benefits (EHB) office at (941) 748-4501 ext 6412 or email [benefits@mymanatee.org](mailto:benefits@mymanatee.org)