EmployerLink Open Enrollment Checklist

Use this checklist to prepare for open enrollment and help your enrollment changes process accurately. Before entering changes, wait for confirmation from Avera Health Plans that your new plan year and benefits are ready.

Wait for confirmation before entering changes

Avera Health Plans is working to configure your new plan year and benefit offerings in EmployerLink. Enter open enrollment changes only after you receive confirmation that setup is complete.

Entering changes too early may result in incorrect benefit selections, additional corrections, processing delays and confusion for employees.

Complete site verification by your account deadline

Site Administrators must review all users and confirm who still needs access. Log in to EmployerLink to see the verification prompt and completion deadline.

The October 9, 2026, notification was sent from noreply@employerlink.averaconnect.org with the subject "Employer Link: Site Verification Request." Add this address to your Safe Senders list for future notifications.

1. Click Verify Now to open your user list.
2. Select Yes for each user who still requires access.
3. Select No for any inactive user and provide the reason for removal.
4. At the bottom of the page, click Acknowledge and Verify to submit.

Deadline: Complete verification within 30 days of receiving the October 9 notification. Follow the deadline displayed in your account.

Important: If verification is not completed, accounts will be blocked. This may prevent your organization from making premium payments through EmployerLink.

Use online enrollment to simplify the process

EmployerLink online enrollment captures the required member information, acknowledgments, authorizations, attestations, timestamps and audit history. A separate paper enrollment application typically is not needed.

Submitting both an online enrollment and a paper application can create additional review and processing time if the information differs. Using the online process reduces administrative work and provides visibility into enrollment activity and status.

Contact your Avera Health Plans Account Team

Reach out with questions about plan offerings or for help with enrollment, employee communications or an EmployerLink training refresher.

Avera Health Plans