

2026 ANNUAL ENROLLMENT INSTRUCTION SHEET

Do **not** complete the Meritain form if there are **no changes** to your existing elections.

If you do not make any changes, you are automatically re-enrolled in your previous elections.

IF YOU CHANGE YOUR EXISTING COVERAGE OR MAKE NEW ELECTIONS:

- Complete and sign the Meritain Enrollment/Change Form.
- List each individual to be covered on the enrollment form, even if currently covered.
The information on this form will replace all prior information.
- If adding spouse, child(ren) or family coverage, please include **proof of relationship documentation** to prevent enrollment from being delayed or denied.
- If you do make a change, you will receive a written confirmation of the payroll deduction amount to be effective the first payroll period of 2026.
- Submit your completed/signed form/documentation to the confidential benefits email annualenrollments@archatl.com no later than Wednesday, November 19, 2025.

CHANGES ARE DUE NOVEMBER 19, 2025

annualenrollments@archatl.com

Should you have questions or need assistance, please contact your Business Manager or Lily Gallagher, Director of Benefits, at (404) 920-7485.

Thank you!