Waive/Cancel Coverage: FEHB Open Season

Use this guide to waive or cancel coverage during the Federal Employees Health Benefits (FEHB) Open Season.

When you waive or cancel coverage, you will not be able to reenroll in FEHB coverage again until you experience a Qualifying Life Event or participate in next year’s FEHB Open Season.

1. From the HR Links homepage, select the Open Season tile. The tile includes the date Open Season ends (ex: Open Season through Dec 13th).

2. Read the instructions on the Benefits Enrollment page.
   a. Note: If you see another event listed, such as New Hire or Family Status Change, contact your Benefits Specialist before continuing.
   b. Note: If you do not want to make changes to your benefits enrollment (i.e., you are not changing your enrollment code or making changes to your covered dependents), no further action is required on your part. You can exit the system.
3. After reading the instructions, select the **Open Season** enrollment box to begin the process of waiving or canceling benefits.

4. The **Enrollment Summary** displays your existing coverage under the *Current Plan* heading. Your existing coverage defaults as your new plan and will be listed under the *New Plan* heading.

5. Select the **FEHB** tile to waive or cancel coverage.
6. In the *Edit Your Coverage* section, select the **Waive/Cancel Coverage** button.

7. The page will update, indicating that you selected to not take any coverage. If this is correct, select the **Save and Continue** button.

8. Review your information on the *Submit Your Elections* page.
   a. To preview forms, choose the **View/Print SF-2809** button.
   b. Select the **Submit** button to finalize your election to waive or cancel coverage.
9. A confirmation screen will appear. Select the **OK** button to return to the *Benefits Enrollment* page.
10. You will receive an email confirmation of waiving benefit coverage shortly. You have successfully waived or cancelled your FEHB coverage for Open Season.