

# 2026 CalPERS Open Enrollment Health Fair Request Tool Employer User Guide

CalPERS Health Account Management Division

# Support You Can Request and When

Use the Request Tool to request one or more of the following types of Open Enrollment Health Fair support:

- In-Person Support
- Live Virtual Webinar Support
- Virtual Resources
- Printed Materials

| Dates                         | What Your Agency Can Do                                                |
|-------------------------------|------------------------------------------------------------------------|
| July 20 – August 28, 2026     | Submit new requests. You can also modify or cancel submitted requests. |
| August 29 – October 9, 2026   | Modify or cancel existing requests. New requests won't be accepted.    |
| September 1 – October 9, 2026 | Hold in-person or live virtual Open Enrollment Health Fairs.           |

**Important**

- ❖ Submit one request for each event or webinar.
- ❖ Health plan and partner participation is subject to availability.

# Before You Submit a Request

Review the [Open Enrollment for Employers](#) webpage before using the Request Tool.

## The webpage includes:

- Planning information
- Frequently Asked Questions (FAQs)
- Current Open Enrollment dates
- Health plan and partner contact information
- A link to the Open Enrollment Health Fair Request Tool

## Important

When you're ready, access the Request Tool from the [Open Enrollment for Employers](#) webpage.

## Before submitting a request, have this information ready:

- Type of support your agency needs
- Event date and time
- Event format
- Estimated attendance
- Event location and event details (if requesting in-person support)
- Meeting link and access instructions (if requesting live virtual support)
- Shipping address (if requesting printed materials)

# Log In to the Request Tool

If your agency pre-registered by July 17, 2026, look for an email from the Request Tool with your username and password setup instructions.

- 1 Open the email from the Request Tool.
- 2 Follow the instructions to create your password.
- 3 Enter your username and password.
- 4 Select **Log In**.

## Forgot your password?

Select **Forgot your password?** and follow the instructions to reset it.

### Important

Didn't pre-register? Select **Request Portal Access**

CalPERS  
OPEN ENROLLMENT

Sign In

\* Username

\* Password

Log In

Forgot your password?

Request Portal Access ▾

The Request Tool sign-in page

# Request Portal Access

Complete the required information to get access to the Request Tool.

- 1 Select **Request Portal Access** on the sign-in page.
- 2 Complete the required information.
- 3 Submit your request.
- 4 Check your email for your account information.

## Important

Account setup may take one to two business days, so there may be a short wait before you can submit requests.

**Need help?** For help accessing the Request Tool, email:

[CalPERSOEHealthFairs@kp.org](mailto:CalPERSOEHealthFairs@kp.org)

The screenshot shows a web form titled "Request Portal Access" with a back arrow icon. Below the title is the instruction "Submit your details to request an account." The form contains several input fields, each with a red asterisk indicating it is required:

- \* First Name: A text input field.
- \* Last Name: A text input field.
- \* Title: A text input field.
- \* Email: A text input field with a blue circle containing the number "2" next to it.
- Phone: A text input field.
- \* Agency / Organization: A text input field.
- \* Agency / Organization Type: A dropdown menu with "Select one..." and a downward arrow, with a blue circle containing the number "3" next to it.

At the bottom of the form is a blue button labeled "Submit Request".

The Request Portal Access form

# Review Your Home Page and Choose What Your Agency Needs

After you log in, the Home page is where you can:

- Submit an Open Enrollment event request
- Request virtual or printed materials
- Find your agency's submitted requests
- Check health plan and partner responses
- Access the OE Help Center

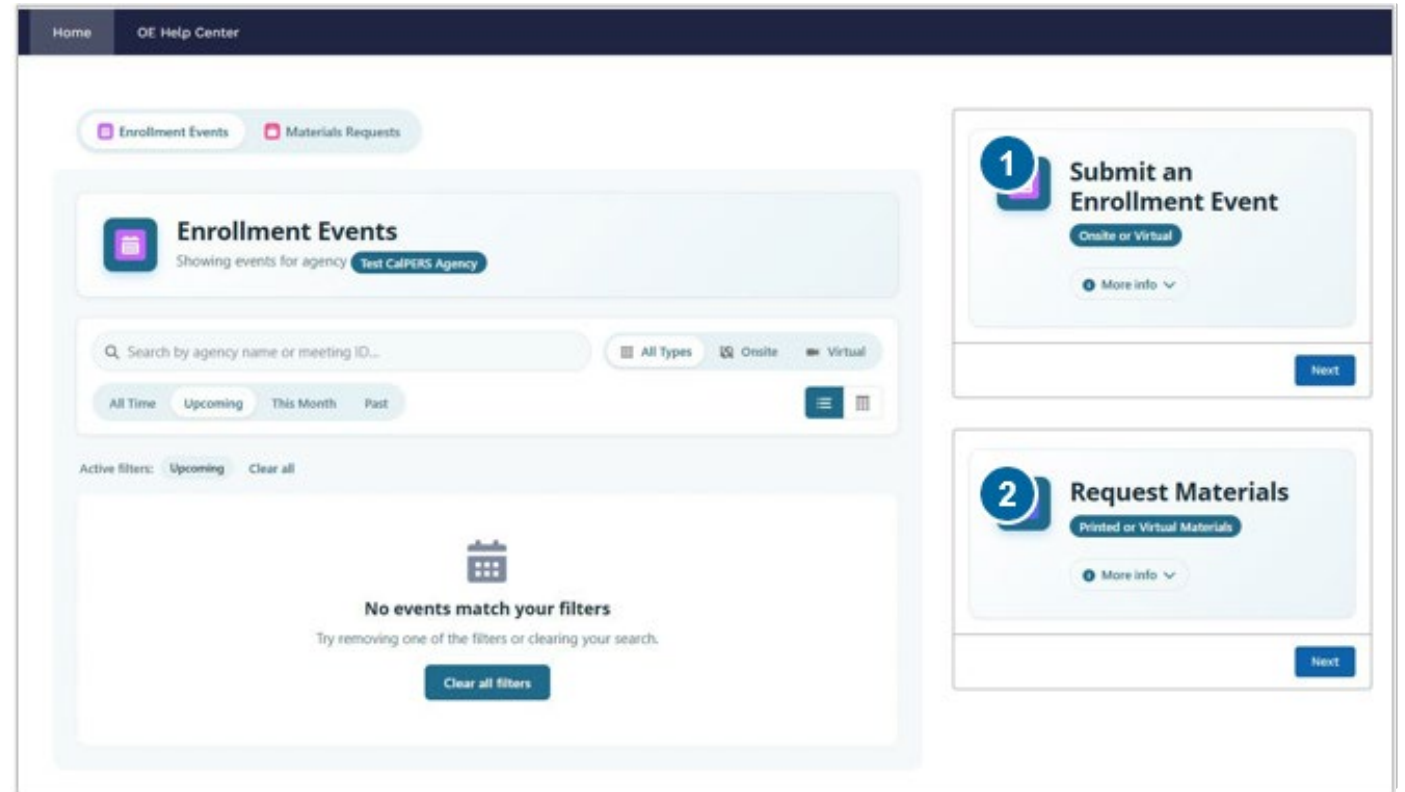
Choose what your agency needs:

## 1 Submit an Enrollment Event

- ❖ In-person support
- ❖ Live virtual webinar support

## 2 Request Materials

- ❖ Virtual resources
- ❖ Printed materials

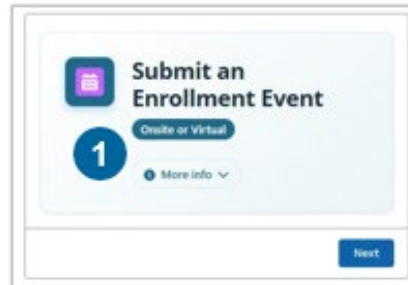


The Request Tool Home Page

# Submit an Open Enrollment Event Request

Use Submit an Enrollment Event to request in-person or live virtual event support

- 1 From the Home Page, locate **Submit an Enrollment Event** and select **Next**.
- 2 Complete the required event information.
- 3 Review your request.
- 4 Select **Submit**.



## Important

- ❖ Submit one request for each event or webinar.
- ❖ Changes to the event date, time, or format require health plans and partners to review the request and confirm their availability again.
- ❖ In-person events must be scheduled between 9 a.m. and 5 p.m. PT.
- ❖ Events longer than two hours are subject to health plan and partner availability.
- ❖ Health plan and partner participation is subject to availability.
- ❖ If you need support for a live virtual event, you are responsible for hosting the webinar, promoting the webinar to employees, and providing the meeting link/access instructions to health plans and partners.

Agency Information and Support Type Requested

Your Agency

Test CalPERS Agency

Agency Type

\* Estimated Number of Employees

1000

\* Agency Contact First and Last Name

Test Agency Contact One

\* Agency Contact Title

Agency Contact

\* Agency Contact Email Address

testagency.one@calperstest.com

\* Agency Contact Phone number with area code (10 digits)

1234567890

\* Agency County

Alameda

\* Agency Zip Code (5 digits)

94568

\* Request Type:

Onsite

Previous Next

Onsite event request — event details

Onsite Event Information

\* Preferred Time Slot

9am-11am

\* Start Date

Sep 25, 2026

Please select a date at least four weeks out so health plans have enough time to coordinate and confirm attendance.

Event Location Details

Room 1000

Event Day Address

\* Street

10 Test Street

\* Zip/Postal Code

94568

\* City

Dublin

\* Estimated Number of Attendees

500

\* Is the event indoor or outdoor?

Indoor

\* Will you be asking the health plans to make a presentation at your event?

☐ Yes

☒ No

\* Please provide parking information and instructions (i.e. parking pass required)

free parking

Please confirm your event's date, time, and location before submitting your request. These details are used to schedule staffing, and modifying the date, time, or location afterward may severely disrupt health plan staffing.

☒

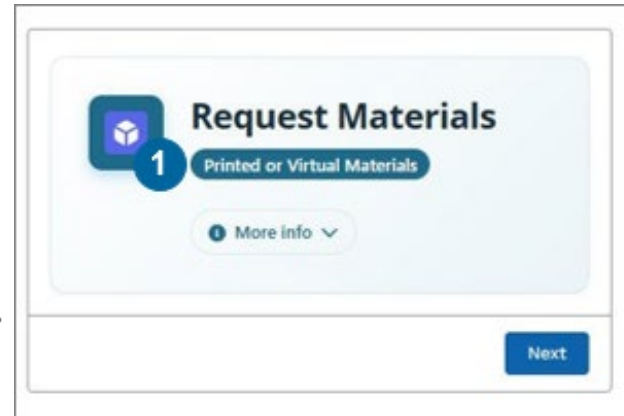
Previous Next

Onsite event request — location and logistics

# Request Materials

Use Request Materials to request virtual or printed Open Enrollment materials.

- 1 From the Home page, select **Request Materials**.
- 2 Choose **Virtual Materials** or **Printed Materials**.
- 3 Complete the required information.
- 4 Confirm the shipping address if requesting printed materials.
- 5 Select **Submit**.



## Virtual Materials may include:

- ❖ Websites
- ❖ Videos
- ❖ Recorded webinars
- ❖ PDFs
- ❖ Microsites
- ❖ Other digital resources

## Important

Materials requests don't require event attendance confirmation.

## Printed Materials

Printed materials will be shipped to the address provided in your request.



# Check Your Request Status

After you submit a request:

- The Request Tool sends a confirmation email.
- Your request appears on the Home Page.
- Health plans and partners respond within the Request Tool.
- Email notifications aren't sent for each status update.

Open your request and select **View Details** to review responses.

### Important

Coordinate with other users at your agency before making changes.

## Response Statuses

| Status        | What It Means                                         |
|---------------|-------------------------------------------------------|
| Not Responded | The health plan or partner hasn't responded.          |
| Attending     | The health plan or partner can support the request.   |
| Not Attending | The health plan or partner can't support the request. |



**Enrollment Event Details**

Test

• M--01124608 • Virtual • 9/1/2026 2:00 PM

Cancel Event

Edit Event



**Agency & Request Type Information**

|                                                               |                                                                |
|---------------------------------------------------------------|----------------------------------------------------------------|
| AGENCY NAME<br>Test                                           | AGENCY TYPE<br>— Not set —                                     |
| NUMBER OF EMPLOYEES ⓘ<br>— Not set —                          | REQUEST TYPE ⓘ<br>Virtual                                      |
| AGENCY CONTACT FIRST AND LAST NAME<br>Test Agency Contact One | AGENCY CONTACT EMAIL ADDRESS<br>testagency.one@calperstest.com |
| AGENCY CONTACT TITLE<br>Agency Contact                        | AGENCY CONTACT PHONE (10 DIGITS)<br>1111111111                 |
| AGENCY COUNTY<br>Los Angeles                                  | AGENCY ZIP CODE (5 DIGITS)<br>11111                            |

# Modify or Cancel a Submitted Request

| If You Need To... | Select...                   | Important                                                                                                         |
|-------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Modify a request  | View Details → Edit Event   | Changes to the event date, time, or format require health plans and partners to confirm their availability again. |
| Cancel a request  | View Details → Cancel Event | Cancel only if your agency no longer needs support. Cancellations can't be reversed.                              |

## Request Deadlines

| Dates                 | What You Can Do                          |
|-----------------------|------------------------------------------|
| Through August 28     | Submit, modify, or cancel requests.      |
| August 29 – October 9 | Modify or cancel existing requests only. |

### Important

If your agency still needs support, modify the request instead of canceling it.

# Quick Reference Guide

| What You Need to Do            | Here's Where to Go                                                                 |
|--------------------------------|------------------------------------------------------------------------------------|
| Submit an event request        | Home page → <b>Submit an Enrollment Event</b>                                      |
| Request materials              | Home page → <b>Request Materials</b>                                               |
| Check responses                | Open request → <b>View Details</b>                                                 |
| Modify a request               | Open request → <b>View Details</b> → <b>Edit Event</b>                             |
| Cancel a request               | Open request → <b>View Details</b> → <b>Cancel Event</b>                           |
| Planning information and FAQs  | <a href="#">Open Enrollment for Employers</a> webpage                              |
| Request Tool technical support | Email <a href="mailto:CalPERSOEHealthFairs@kp.org">CalPERSOEHealthFairs@kp.org</a> |