



Benefits to help you and your family thrive.

2025 Open Enrollment

October 24 - November 7, 2024

Scan to learn more about required
actions and what's changing
at [IRMBenefits.com](https://www.irmbenefits.com)



Choose your 2025 benefits

You **must** enroll during Open Enrollment to have benefits coverage for you and your family next year.



1101 Enterprise Drive
Royersford, PA 19468

1. Get ready (now)

Visit [IRMBenefits.com](https://irmbenefits.com) to learn about our new medical plan options, cost sharing approach, and service center. We also have a new mobile app to make it easier for you to choose and use your benefits.

2. Get set (starting October 24)

- Find easy-to-use tools on the new enrollment website/mobile app.
- Compare plans side by side.
- Use Emma™, our new virtual assistant, to help you decide what plans are right for you and your family and to estimate costs.
- Tour our Virtual Benefits Fair at [IRMBenefits.com](https://irmbenefits.com) to visit vendor booths and learn more.

3. Enroll (October 24 - November 7)

Get started at [IRMBenefits.com](https://irmbenefits.com) where you can find links to the new Iron Mountain Benefits Center (US/PR) website and mobile app. You can use the website or mobile app to:

- Choose your medical, dental, and vision plan.
- Update your tobacco and spousal attestations to avoid surcharges.
- Decide if you want to change your supplemental life insurance coverage by 1x your annual base salary (up to \$300,000) without providing information about your health.
- Make any elections into available tax-advantaged health and benefits accounts, like a Health Savings Account or Flexible Spending Account.

Open Enrollment elections will be effective January 1 to December 31, 2025.

Enrollment questions?

Starting October 24, call the Iron Mountain Benefits Center (US/PR) at 877-907-4828, Monday through Friday, 8am - 9pm EST.

Iron Mountain is required to provide certain notices annually to employees that are either participating in or eligible for our U.S. benefit plans. These notices are for your information only—no action is required. They're available for review at [IRMBenefits.com](https://irmbenefits.com). If you have questions, contact the Iron Mountain Benefits Center (US/PR) at 877-907-4828, Monday-Friday, 8am - 9pm EST.