



Benefits Open Enrollment On-Line Instructions

You will not need to enroll on-line unless you are changing your medical, dental, or vision coverage, or commencing a Flexible Spending Account (FSA). If you do not go on-line, your healthcare benefits will remain the same. **However, Aetna and CareFirst Traditional participants must go on-line to elect or waive coverage.** You must go on-line to add a dependent under age 26, who is eligible for health coverage (see instructions below). It is recommended that you visit your enrollment page to: verify your personal information, verify your current elections, and make changes if appropriate. Starting November 1-11, 2011, you can access the on-line enrollment site from home or work through the Anne Arundel County Public Schools (AACPS) website at www.aacps.org.

TO ENROLL IN YOUR BENEFITS:

Open the AACPS website (www.aacps.org), click on **Human Resources/Employment**, then **Benefits**, and click on the **On-line Benefits Enrollment** link.

1 Enter your User ID.

Must match your AACPS e-mail user name. (e.g., L. Yambor, enter as "lyambor"; J. Smith, enter as "jmsmith1")

2 Enter your Password.

First initial of last name (upper case) plus date of birth (J. Smith, born June 10, 1977: enter as "S061077") Note that all passwords have been reset to this format for Open Enrollment.

3 Change your password.

The first time you log in, you will be prompted to change your password and answer a security question. Write the new password down. If you log in in the future and forget your password, click on "Forgot Password." You will have to answer your security question and provide your social security number.

4 Check your personal information.

Change on-line if necessary.

5 Verify your 2011 benefits.

Change your benefit elections, if desired. If you make no changes, your healthcare will remain the same for 2012.

6 To add a dependent under age 26.

Go to the Dependent Information screen. If the dependent's name is not identified, click on "Add Dependent" and follow instructions. If the name is on the list, proceed to the medical/dental/vision election screens and check the box under **Select People Covered** next to the dependent's name (also change coverage level to Parent/Child or Family, if appropriate).

7 Save your elections. Click on the Finish button to save your elections.

8 View your "2012 Benefits Confirmation Statement."

Click **Print Preview** to view your 2012 Benefits Confirmation Statement.

9 Print the Confirmation Statement.

Click on the printer icon, or use the pull down **File** menu and select **Print**.

10 Log off.

You may log back on at any time during the Open Enrollment period to make last minute changes in your elections. You may also log on after the Open Enrollment period to review your elections.

ADVANTAGES TO ON-LINE ENROLLMENT:

- Twenty-four hour access allows you to make your elections when it is convenient.
- The system has retained your current elections. You only need to make changes if desired.
- You can review and compare benefits while you enroll.
- The system calculates your payroll deductions for you and allows you to compare different benefit and cost options.
- If you are interested in Voluntary Supplemental Life Insurance, simply download and complete the form and send it to HR/Benefits along with the Evidence of Insurability and Self-Administered Beneficiary Designation forms. Existing enrollees are not required to take any action.
- If you are interested in Long-Term Care Insurance, access the link to Unum for more information and enrollment forms.
- You may also enroll in an FSA on-line. **FSAs require an annual election.** Simply specify the amount of your estimated annual contribution.
- You have access to additional information such as the 2012 Benefits Guide, provider directories, forms, and links to all of the insurance carriers.

FOR NEW ENROLLEES, BEFORE YOU ENROLL:

- Familiarize yourself with your options by reading your 2012 Benefits Guide, which can be viewed on-line, when you enroll.
- Have the following information available for yourself and your dependents (note that your spouse is considered a dependent):

Your user ID and password • Social Security numbers • Dates of birth

- If you are selecting an HMO (Blue Choice or Triple Option medical plans, or UCCI dental) you will need to provide a primary care physician (PCP) code. It is recommended that you research the different provider networks first, by going to the AACPS website and selecting the appropriate carrier on the **Benefits** page, under **Healthcare**. Alternatively, you may click on the provider link while you are enrolling on-line, or you may obtain directories at Open Enrollment meetings, your work location, or by contacting HR/Benefits at (410) 222-5221.

ADDING DEPENDENTS:

Any dependents added will require either a copy of a birth certificate (for children under 26) or, for a spouse newly added, a marriage certificate. This documentation must be furnished to HR/Benefits by **November 30, 2011**.

IF YOU NEED HELP ENROLLING:

- First, ask the on-line enrollment expert at your work location (e.g. Technology Support Technician). Other resources include:
- Telephone: Benelogic's* Customer Service Line at (877) 716-6612, 8:30 am–5:00 pm, Monday–Friday for all questions
- Telephone: HR/Benefits at (410) 222-5219 or (410) 222-5221 for benefits questions
- Telephone: AACPS Help Desk at (410) 222-5135 for password or log-in questions
- E-mail: Benelogic's Customer Service Department at info@aacps.benelogic.com (also accessible from AACPS website)
- E-mail: benefits@aacps.org

*AACPS has partnered with the Benelogic company to provide benefits on-line enrollment.