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 enrolling or re-enrolling in a Flexible Spending Account (FSA). If you do not go on-line, your healthcare benefits will remain the same. 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 October 31–November 13, 2016 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").* If you forget your User ID, click the "Forgot User ID/Password" link. You will be prompted to enter your social security number, last name, and date of birth.

2 Enter your password.
If you forgot your password, click the "Forgot User ID/Password" link. You will be prompted to enter your User ID and social security number. You will be asked two of the four security questions you originally provided. If you do not answer these correctly, you will be prompted to request HR/Benefits or the Help Desk (phone numbers under "If You Need Help Enrolling") to reset your password.

3 Check your personal information.
Change on-line if necessary.

4 Verify your 2016 benefits.
Change your benefit elections, if desired. If you make no changes, your healthcare will remain the same for 2017.

5 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).

6 Save your elections. Click on the *Submit* button to save your elections.

7 View your 2017 Enrollment Summary. Click on *"View Enrollment Summary."* (allow Pop ups if Pop Up is blocked.)

8 Print the Enrollment Summary.
Click on the printer icon on the pdf document, or right click on the page and click *"Print."*

9 Sign out. 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. Remember you can roll over up to $500 in unused healthcare FSA funds from 2016.
· You have access to additional information such as the Open Enrollment Guide for plan year 2017, provider search, forms, and links to all of the insurance carriers.

FOR NEW ENROLLEES, BEFORE YOU ENROLL:

· Familiarize yourself with your options by reading your Open Enrollment Guide for plan year 2017, 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 view directories at Open Enrollment meetings 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, plus most recent tax return or proof of joint ownership. Use the File Cabinet feature on the Open Enrollment portal to scan and upload dependent documentation. The File Cabinet is located under the Tools box. This documentation must be furnished to HR/Benefits by **November 30, 2016**.

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 866-415-5556, 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.