



## HOW TO ENROLL ONLINE FOR BENEFITS PLAN YEAR 2018

From September 11 – October 6, 2017, you'll be able to make changes to your benefits coverage online 24 hours a day, 7 days a week using the [www.iElect.com](http://www.iElect.com) (LOGIN and password are required).

Remember that if you're newly eligible for benefits or making changes to your current plan year elections between now and October 6, 2017, you must elect your coverage for the next plan year (starting January 1, 2018). Be sure to follow the instructions completely when you log on to enroll.

### **1) PIN NOTIFICATION LETTER FOR BENEFITS ON-LINE ENROLLMENT**

Secova, on-line benefits carrier, has sent a customized Personal Identification Number (PIN) to each active employee. This unique **Personal Identification Number (PIN)** provides the same authority as your signature; it certifies that all the information is complete and true. It also authorizes your 2018 benefit election and payroll deductions.

To maintain your privacy, the new **LOGIN** number is the **last 4 digits** of your **Social Security Number**, immediately followed by the **month, date, and birth year**. e.g. (**Last Four Digits of SSN#MMDDYYYY**).

**IMPORTANT:** Keep your PIN in a handy place for future use. This PIN will allow you to access the iElect Home Page and view all of the benefit information, confirm your benefit plan elections and coverage, and have easy access to pertinent web sites

### **2) BENEFITS ON-LINE ENROLLMENT INFORMATION**

Follow the instructions printed in Secova's PIN Notification Letter.

**IMPORTANT:** To finalize your elections on-line, you must **CLICK the "PLEASE CONFIRM" button to activate your benefits for the new plan year 2018 (January – December). The system will not register any of the changes you have made until you click "PLEASE CONFIRM" to save the election.**

You may wish to save a copy of your **Temporary Confirmation Statement** on your desktop before exiting the system, or print a hard copy for the records. You will receive an **Official Benefits Confirmation Statement** from Secova, on-line benefits carrier, by November 1, 2017 for your benefits election for the Plan Year 2018.

Employees who have no access to a District computer or District email system, can send a letter or email indicating choice of coverage to: [MyBenefits@fhda.edu](mailto:MyBenefits@fhda.edu). The District will mail a temporary confirmation statement to your home address upon completion of the election.

### **IMPORTANT:**

**A. By confirming your election on-line, you authorize changes to your account, including any required payroll deductions.** Please understand that **1)** once you authorize a change in Plan, you will not be allowed to change your plan until the next annual open enrollment for the plan year 2019 (September/October 2018); and **2)** once you authorize a

change in dependent(s), you will not be allowed to change your dependent coverage for the next plan year until the next annual open enrollment for the plan year 2019 (September/October 2018) *unless you have a qualifying "change in family status"*.

**B. Adding Dependents**

If you add or delete a dependent, you must provide documentation (marriage license, legal divorce decree signed by the judge, birth/death certificate, or legal adoption papers and copies of social security card) for each new dependent or change in status to Human Resources before the updates/changes can be completed.

All required documentation must be submitted to the District Human Resources/Benefits Unit by **5pm, October 6, 2017**. We cannot process benefit requests and your added dependent(s) will not be covered effective January 1, 2018 if we do not receive the necessary documents.

**C. If you have questions about your 2018 benefit choices or need help enrolling on-line**, please contact Benefits Unit at 650-949-6224 or via email [MyBenefits@fhda.edu](mailto:MyBenefits@fhda.edu).

**D. If you have questions about a specific plan such as PERSCare, PERS Choice, PERS Select, Blue Shield Access+, Kaiser Permanente, Anthem Select, Anthem Traditional, HealthNet SmartCare, Sharp Performance Plus and UnitedHealthcare Alliance Health Plans, Western Health Advantage**, verification of contracted medical providers, transition of care, FSA eligible/non-eligible expenses, please contact **customer services directly for each individual plan**.

**E. Notification from Secova to Confirm Your Selection – November 1<sup>st</sup>**

You will receive an official benefits confirmation statement from Secova, on-line benefits carrier, confirming your plan selection by November 1st. For ALL plans, it is your responsibility to notify the District of any changes regarding eligibility. Failure to act in a timely manner may disqualify you from receiving District-paid benefits, and/or deny your benefits claim(s). You are required to notify the District's Benefits Unit in writing within **31 days** whenever there is a change in dependent status, and within **10 days** if there is a change in address (via MyPortal). Your prompt cooperation in this matter is greatly appreciated.