



## **HOW TO ENROLL ONLINE FOR BENEFITS PLAN YEAR 2011/2012**

From March 31 – April 29, 2011, you'll be able to make changes to your benefits coverage 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 April 29, 2011, you must elect your coverage for the next plan year (starting July 1). 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 2011-2012 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 (July 1, 2011 - June 30, 2012). 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 May 20, 2011 for your benefits election for the Plan Year 11/12.

Employees who have no access to a District computer or District email system, can send a letter or email indicating choice of coverage to our newly dedicated email contact for all benefits inquiries: **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 12/13 (April 2011); 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 12/13 (April 2012) *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 Human Resources Office by **April 29, 2011**. We cannot process benefit requests and your added dependent(s) will not be covered effective July 1, 2011 if we do not receive the necessary documents.

**C. If you have questions about your 2011/12 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 the Preferred Provider Organization (PPO) and the Exclusive Provider Organization (EPO) Medical Plans, UnitedHealthcare Choice and Choice Plus Health Plans**, verification of contracted medical providers, FSA eligible/non-eligible expenses, please contact [UnitedHealthcare Customer Care at: 1-800-510-4846](tel:1-800-510-4846), Group #708611.

**E. Notification from Secova to Confirm Your Selection – May 20<sup>th</sup>**

You will receive an official benefits confirmation statement from Secova, on-line benefits carrier, confirming your plan selection, and notifying you of the requirement to submit documentation for verification of dependents, if applicable, May 20<sup>th</sup>. 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 Human Resources Office in writing within **31 days** whenever there is a change in dependent status, and within **10 days** if there is a change in address. Your prompt cooperation in this matter is greatly appreciated.