



FOOTHILL-DE ANZA
Community College District
Office Of Human Resources and Equal Opportunity
12345 El Monte Road, Los Altos Hills, CA 94022

September 7, 2012

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BENEFIT ON-LINE ENROLLMENT INFORMATION

THE OPEN ENROLLMENT FOR BENEFITS PLAN YEAR 2013 (JANUARY - DECEMBER) WILL BE PASSIVE. THIS MEANS THAT FOR EMPLOYEES WHO DO NOT PARTICIPATE IN OPEN ENROLLMENT, CURRENT COVERAGE CHOICES (INCLUDING MEDICAL, DENTAL AND VISION) WILL ROLL OVER INTO THE NEXT PLAN YEAR. THE ONLY EXCEPTION IS FLEXIBLE SPENDING ACCOUNTS (FSAs), WHICH MUST BE ACTIVELY CHOSEN BY AN EMPLOYEE. TO CHANGE PLANS, OR TO PARTICIPATE IN FSA AND/OR SUPPLEMENTAL LIFE, YOU MUST ELECT COVERAGE ONLINE BETWEEN SEPTEMBER 10 - OCTOBER 5, 2012.

IMPORTANT!

TO ENROLL BENEFITS ON-LINE, FOLLOW THESE INSTRUCTIONS:

The Open Enrollment period for enrolling in or changing your employee benefit plan is **September 10 - October 5, 2012** for changes effective January 1, 2013.

All full-time and reduced-contract employees are permitted to pick and choose or waive any of the following coverages: medical/Rx and dental/vision. This means that you may enrolled in the medical plan only and waive both dental and vision, or just select dental and vision benefits and waive medical option.

To ensure security, a unique Personal Identification Number (PIN) has been assigned to you. This PIN provides the same authority as your signature; it certifies that all the information provided during open enrollment is complete and true. It also authorizes your 2013 benefit election and payroll deductions for contributions.

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

NOTE: You may wish to save a copy of your Temporary Confirmation Statement on your desktop before exiting the system, or print a copy for the records. You will receive an Official Benefits Confirmation Statement from Secova, on-line benefits carrier, by October 31, 2012, finalizing your benefits election for the Plan Year 2013.

IMPORTANT REMINDER: No action is required if you wish to retain the same core benefits (medical/Rx, dental and vision). All plan participants, including Full-Time/Reduced-Contract employees, and layoff employees, are defaulted into the same benefits for benefits Plan Year 2013. For voluntary benefits (i.e. FSAs, and Supplemental Life Insurance) enrollment, you must enroll by the 5pm deadline of October 5, 2012. If you are waiving benefits starting January 1, 2013, the next opportunity to re-enroll is Fall 2013 for benefits effective January 2014. Mid-year special open enrollment is permitted only if the case is determined as an IRS life-qualifying event.

- 1) Open your web browser to: <http://www.ielect.com>
- 2) Enter Employer: **FHDACCD**
Enter LOGIN: **Last 4 digits of your Social Security Number, immediately followed by the month, date and year of your birth date as follows: SSN#MMDDYYYY**
For Example: Last 4 digits of your SSN is 9999 and your birth date is March 10, 1965 (03/10/1965), then your login = 999903101965

Enter PIN: **mento123**
- 3) Click "NEXT".
- 4) Click "Make Your Elections".

Follow the enrollment screens to make your benefit election. You must click the **"PLEASE CONFIRM"** button on the final screen to activate elections.

You may take as long as you wish to enroll in one session, but if the system sits idle for ten (10) minutes or longer, you may be required to re-enter your login information. If this happens, please note that the elections you did make (if any) will be saved, and you will continue with the election process from your last saved step.

For complete information regarding Open Enrollment, and CalPERS benefits program, please access our website:

<http://hr.fhda.edu/benefits/>. If you have any questions, please contact the Benefits Unit via email: MyBenefits@fhda.edu.