

3 Active Employees

Full-Time Regular Employees, Probationary Employees and Eligible Part-Time Faculty

Online Benefits Enrollment

Enroll Online Using **www.iElect.com**

Full-Time Regular and Probationary Employees, and Eligible Part-time Faculty

NO CHANGES AND NO FSA? — No action required. Your current plan elections will continue.

Changes to Plan, Dependents or Need to Authorize an FSA? — Complete the benefits enrollment using iElect, an online benefits election system at **www.iElect.com**, to make changes or authorize an FSA for the next Plan Year. FOLLOW THESE FIVE (5) STEPS:

FIVE (5) STEPS TO SUCCESS!

Prior To Open Enrollment

■ Step 1: Know Your LOGIN Number (Required to log in to **www.iElect.com**)

- Your LOGIN number is the last 4 digits of your Social Security Number (SSN#), immediately followed by your birth month, date and year as follows:
- SSN#MMDDYYYY
- *For example:*
Last four digits of your SSN# (5555) +
Your birth date of Jan. 31, 1975 (MMDDYYYY) =
Your LOGIN Number — 555501311975

■ Step 2: Receive Your PIN Number (Required to log in to **www.iElect.com**)

SECOVA, the district's online benefits enrollment administrator, will mail your customized Personal Identification Number (PIN) to your home address prior to the first day of Open Enrollment. You will need this PIN to access the iElect online enrollment system and make your benefits elections. This unique PIN provides the

same authority as your signature. It certifies that all the information is complete and true, and authorizes your new Plan Year benefits election and payroll deductions.

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

During Open Enrollment

■ Step 3: Enroll Online Using iElect at www.iElect.com

- Log on to **www.iElect.com**.
- Enter Employer: FHDACCD
- Enter LOGIN: SSN#MMDDYYYY
- Enter PIN: (as provided by SECOVA)

Follow the instructions provided by SECOVA's PIN Notification Letter and as requested by each step in the iElect website.

During Open Enrollment, you'll be able to make your benefits election 24 hours a day, seven days a week by logging on to **www.iElect.com**.

■ Step 4: Confirm Your Benefits Election

To complete your benefits election online, **you must click the "PLEASE CONFIRM" button** at the end to activate your benefits election for the new Plan Year. **Caution: failure to complete the election process (by clicking the PLEASE CONFIRM button) will result in loss of coverage effective January 1.**

Recommended: 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 your records.

Final Benefits Confirmation: You will receive an official benefits confirmation statement from SECOVA (FHDA's Benefits Enrollment Support Services Provider) approximately three weeks after the Open Enrollment period.

■ Step 5: Required Documentation for Adding a Dependent

You must provide documentation for each added dependent to the District Office of Human Resources/ Benefits Unit. For example:

- *Adding a Spouse/Domestic Partner*
 - » Copy of your marriage license or domestic partner registration
 - » Copy of the spouse's/domestic partner's Social Security card
- *Adding a child dependent*
 - » Copy of the child's birth certificate or legal adoption papers
 - » Copy of the child's Social Security card.

All required documentation must be submitted to the District Office of Human Resources /Benefits Unit by **the enrollment deadline**. Failure to provide the required documentation may result in **loss or denial of coverage**.

THINGS YOU SHOULD KNOW

MAKING CHANGES To Your Benefits Election DURING Open Enrollment

You may make changes to your confirmed benefits election multiple times throughout Open Enrollment by logging on to **www.iElect.com** and repeating the process. **Remember** to click on the "PLEASE CONFIRM" button at the end to activate your benefits election change.

WAIT PERIOD of 24 Hours Between Changes

Once you confirm your new election by clicking the "PLEASE CONFIRM" button, the iElect system requires you to wait until the following day to access the system again for further change(s).

NO CHANGES to Your Benefits Election AFTER Open Enrollment

Once Open Enrollment is closed, you will not be allowed to make a change to your benefit plan choices, including dependent coverage, until the next Open Enrollment.

CHANGES to Dependent Coverage After Open Enrollment FOR QUALIFYING CHANGE In Family Status

Exceptions to make a change to your dependent coverage may be allowed only if you have a qualifying "change in family status" or your dependent has a "loss of coverage" event.

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 Office of Human Resources/ Benefits Unit in writing within thirty-one (31) days whenever there is a change in dependent status, and within ten (10) days if there is a change in address. Your prompt cooperation in this matter is greatly appreciated.

DON'T HAVE ACCESS TO A COMPUTER?

Employees who do not have access to a computer or the Internet from home may use a District computer—at their worksite, during the iElect sessions or at the District Office of Human Resources/Benefits Unit—to make their benefits election online.

If for any reason an employee is unable to easily access the Internet, he/she should contact the Benefits Unit immediately for assistance.

PAYROLL DEDUCTIONS

By confirming your election on-line, you authorize changes to your benefits election, including any required payroll deductions.