

# Benefits Enrollment Instructions

Employees who currently have medical coverage and whose plan is changing will automatically be enrolled into their assigned administrator. In addition, current HB1 children younger than age 26 will be automatically changed from HB1 status to dependent status and will be included in your family coverage. If you are not currently enrolled or you want to add or remove a dependent from your current coverage, please follow the steps below:

1. Review your benefits by carefully reading this Open Enrollment edition of *Pathways to myBenefits*. If you have questions, contact your agency benefits representative (or human resources office) or HR Customer Service at 1.800.409.1205.
2. Enroll in coverage or make changes to your dependents' medical, dental and vision online through Self Service at: [myOhio.gov](http://myOhio.gov) or by using a paper enrollment and change form available from your agency benefits representative.



A. **ONLINE** – Go to: [myOhio.gov](http://myOhio.gov) to access Self Service for benefits.

- Enter your Employee ID number and password.  
If you have forgotten your Employee ID number or your password, contact HR Customer Service by e-mail at: [HRcustomerservice@das.state.oh.us](mailto:HRcustomerservice@das.state.oh.us) or call toll-free, 1.800.409.1205, or in Columbus, 614.466.8857.
- Click on Self Service.
- Click on **Benefits > Benefits Summary > Enroll in Benefits**.
- For detailed instructions on how to enroll or make changes online, go to: [das.ohio.gov/enrollmentinstructions](http://das.ohio.gov/enrollmentinstructions).
- Online open enrollment is available April 25 to May 16, 2011, as follows:

Weekdays – All day except 7 to 9 p.m.

Saturdays – All day except 4 to 6 p.m.

Sundays – All day except 4 p.m. to midnight

## B. PAPER

Obtain a paper Medical Benefit Enrollment and Change Form (ADM 4717) and/or a Dental and Vision Enrollment and Change Form for exempt employees (ADM 4720) from your agency's human resources office. Or you may access these forms online. The forms are accessible online by clicking on the 2011 Open Enrollment link located on the following state web pages: The State Employee drop-down menu on the [ohio.gov](http://ohio.gov) website, the DAS home page at: [das.ohio.gov](http://das.ohio.gov) and the Benefits Administration website at: [das.ohio.gov/benefits](http://das.ohio.gov/benefits).

3. Submit your enrollment or changes:

A. **ONLINE** – Make and submit your selections through Self Service at: [myOhio.gov](http://myOhio.gov) by Monday, May 16. Make sure your online changes are correctly submitted. At the end of the process you will receive a confirmation message.

B. **PAPER** – Give your completed and signed Medical and/or Dental and Vision Enrollment and Change Form to your agency's human resources office by 4 p.m. Monday, May 16.

Under the new requirements of federal health care reform, employees may request enrollment for children up to age 26 during an extended open enrollment period between April 25 and May 25, 2011. Enrollment will be effective July 1, 2011. If you are enrolling one of these dependents after May 16 you will have to use an enrollment form and submit it to your agency's benefits representative. This applies to medical benefits only. All other changes must be submitted by May 16.

After open enrollment ends, you will receive a confirmation letter in the mail in early June.

## IMPORTANT:

If you are enrolling for the first time and are covering dependents, or if you are adding new dependents during this Open Enrollment, you are required to provide the required eligibility documentation for your dependents. A listing of the required documentation can be found at: [das.ohio.gov/eligibilityrequirements](http://das.ohio.gov/eligibilityrequirements).

Coverage will not be provided for dependents until the eligibility documents are received and approved. The final deadline to submit all required documentation is July 29.