

What You Need to Do - Action Required

There are a number of steps you must take for this year's Annual Open Enrollment. Please take time to review your current enrollment, assess your needs and make your benefit elections carefully. Elections made during Open Enrollment are effective October 1, 2018. **No changes are allowed after August 20, 2018 or during the plan year, unless you experience a qualified change in family status as defined by the IRS. See the Employee Benefits Guide for details.**

- Meetings:** Please attend and learn more at **our Open Enrollment meetings/webinars:** Wednesday, July 18th @ 9:00-11:00 am & 2:00-4:00pm and Wednesday, August 15, 2018 @ 3:00-6:00 pm
- Review the Employee Benefits Guide which highlights all our benefit options.
- Enroll online:** Since all plans are new, all enrolling employees are required to login to EaseCentral and review the plans available to you and make your elections effective October 1, 2018.
- The enrollment instructions to EaseCentral is below. You must enroll in benefits no later than **Monday, August 20th.**
- PCP: If you are enrolling in a HMO plan, you will not need to select your Primary Care Physician (PCP) as your current PCP will be rolled over to your SISC Blue Shield plan. If you want to select a "new" PCP, you can change this after October 1st or anytime throughout the year by calling member services.
- Deadline: August 20, 2018 for benefits effective October 1, 2018.**

How to Enroll in EaseCentral



Best used with Chrome or Firefox.

You will be able to enroll in benefits starting Wednesday, May 30th. Steps to Enroll.

- URL: psusd1.easecentral.com.
- Username & Password: you will receive an email with your username and password.
- Click the "Get Started" button to start your enrollment.
- Follow enrollment wizard through each benefit coverage. Click NEXT to proceed to the next section.
- Verify your personal information and list missing dependent information.
- IMPORTANT: Employees enrolling their dependents in medical coverage will need to provide supporting documentation in order for them to be enrolled in the SISC Blue Shield and Kaiser medical plans. Reminder: be sure to add your SSN to each document before uploading in EaseCentral.**
- To upload supporting documents, select:
 - ⇒ **VIEW PROFILE**, then select
 - ⇒ **Documents**, and click I-9 tab
 - ⇒ **Add Document**, then **Select FILE** to upload supporting documentation. Please refer to page 2 for acceptable documentation.
 - ⇒ **TYPE** -> select **U.S. Passport**, this will allow you to add all supporting documents at once. If you need to add additional documents, please select U.S. PASSPORT **again**.
 - ⇒ **ISSUING AUTHORITY** -> enter **PSUSD**
 - ⇒ **DOCUMENT NUMBER** -> enter **123**
- At the end, you will be prompted to provide any missing data. Once you have done this, you will be able to review and sign your forms. Mobile app or online ready.
- Review, electronically sign forms, click "Continue" and your enrollment is complete!

IMPORTANT DOCUMENTS NEEDED TO ENROLL

To enroll in a medical plan you must provide the following documents to enroll your spouse and dependents. Please note your spouse and dependent's **will not be enrolled** if the documentation below is not submitted via EaseCentral—Refer to page 8 for details on how to submit your dependent eligibility documents

Dependent Type	Required Documentation
Spouse	<ul style="list-style-type: none"> • Prior year's Federal Tax Form that shows the couple was married (financial information may be blocked out) • For newly married couples where prior year's tax return is not available, a marriage certificate will be accepted.
Domestic Partner	<ul style="list-style-type: none"> • Certificate of Registered Domestic Partnership issued by State of California (AB 205 Compliant) • SISC Affidavit of Domestic Partnership (when applicable)
Children, Stepchildren, and/or Adopted Children up to age 26	<ul style="list-style-type: none"> • Legal Birth Certificate or Hospital Birth Certificate (to include full name of child, parent (s) name & child's DOB) • Legal Adoption Documentation
Legal Guardianship up to age 18	<ul style="list-style-type: none"> • Legal Court Documentation establishing Guardianship
Disabled Dependents over age 26	<p>Anthem Blue Cross (All items listed below are required)</p> <ul style="list-style-type: none"> • Legal Birth Certificate or Hospital Birth Certificate (to include full name of child, parent (s) name & child's DOB) • Prior year's Federal Tax Form that shows child is claimed as an IRS dependent (income information may be blocked out) • Proof of 6 months prior creditable coverage • Completed Anthem Disabled Dependent Certification Form
	<p>Blue Shield (All items listed below are required)</p> <ul style="list-style-type: none"> • Legal Birth Certificate or Hospital Birth Certificate (to include full name of child, parent (s) name & child's DOB) • Prior year's Federal Tax Form that shows child is claimed as an IRS dependent (income information may be blocked out) • Proof of 6 months prior creditable coverage • Completed Declaration of Disability for Overage Dependent Child
	<p>Kaiser (All items listed below are required)</p> <ul style="list-style-type: none"> • Legal Birth Certificate or Hospital Birth Certificate (to include full name of child, parent (s) name & child's DOB) • Prior year's Federal Tax Form that shows child is claimed as an IRS dependent (income information may be blocked out) • Proof of 6 months prior creditable coverage • Completed Disabled Dependent Enrollment Application • Most recent Kaiser Certification notice (if available)

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