

## OPEN ENROLLMENT TIPS:

This is important for **ALL** Winston-Salem/Forsyth County employees. This includes full-time or part-time and 2017-2018 new hires who qualify for benefits, Open Enrollment in the State Health Plan will be conducted September 30, 2017-October 31, 2017. The Open Enrollment for our dental plan, Ameritas Dental, begins October 1<sup>st</sup> and runs through October 31<sup>st</sup>. We do not expect there will be any extensions of these deadlines. All changes will be effective January 1, 2018.

This year during Open Enrollment, **ALL** active and Non-Medicare retired members and eligible dependents will be enrolled into the Traditional 70/30 Plan for 2018. If you want to reduce your premium or enroll in the Enhanced 80/20 Plan, **YOU MUST TAKE ACTION DURING OPEN ENROLLMENT.**

**The State Health Plan will continue to offer active employees and non-Medicare retirees a choice among these two plan options:**

- Enhanced 80/20 Plan
- Traditional 70/30 Plan

**Each health plan option will offer a wellness premium credit to reduce your monthly premiums. Wellness premium credits include the opportunity to:**

- Attest during Open Enrollment (Sept. 29- Oct. 31), in eEnroll that the subscriber is tobacco free, or will enroll in QuitlineNC.

Watch your U.S. mail for your Decision Guide and check the Plan's website [WWW.SHPNC.ORG](http://WWW.SHPNC.ORG) often for new tools to help you navigate through your health plan options.

For eligibility & enrollment support contact the State Health Plan @ 855-859-0966.

During the State Health Plan's Open Enrollment period (Sept. 30 – Oct. 31), to attest to being tobacco-free and elect your plan choice for the 2018 calendar year of coverage, log into eEnroll at <https://wsfcs.hrintouch.com>.

**REMEMBER** - the default for the State Health Plan's coverage will be Traditional 70/30, without the wellness premium credit **UNLESS YOU TAKE ACTION DURING OPEN ENROLLMENT.**

If you would like to enroll or add or remove dependents from your **DENTAL COVERAGE**, please contact your Human Resources department, Von Clemons @336-727-8569 (vmclemons@wsfcs.k12.nc.us) or Angela Willis @ 336-727-8390 (abwillis@wsfcs.k12.nc.us) for forms and more information.

**If you do not have any changes to make to your Ameritas dental plan, you do not need to take action. Your coverage will continue as it is.**

HELP SESSIONS WILL BE AVAILABLE TO ASSIST WSFCS ACTIVE FULL-TIME AND PART-TIME EMPLOYEE'S OPEN ENROLLMENT ELECTIONS;

OCTOBER 5, 2017	8:45 AM – 12:15 PM	
OCTOBER 9, 2017	WEST FORSYTH HS MEDIA CENTER	4:15 PM - 6:00 PM
OCTOBER 11, 2017	8:45 AM – 12:15 PM	
OCTOBER 17, 2017	8:45 AM – 12:15 PM	
OCTOBER 19, 2017	EAST FORSYTH HS COMPUTER LAB	4:15 PM - 6:00 PM
OCTOBER 23, 2017	1:45 PM – 5:15 PM	
OCTOBER 27, 2017	8:45 AM – 12:15 PM	
OCTOBER 31, 2017	8:45 AM – 2:15 PM	<b>FINAL DAY OF OPEN ENROLLMENT</b>

## **STEPS FOR COMPLETING 2018 OPEN ENROLLMENT**

Important Reminders: **Save Your Choices!** • Critical enrollment procedure: You need to **SAVE** your choices at the end of the enrollment process. • After you have made your choices, and they are displayed for you to review and print, you **MUST** scroll down to the bottom and click **SAVE** or your choices will not be recorded! • Don't overlook this critical step! A **green congratulations message** will appear when you have successfully completed your enrollment.

1. CLICK ENROLL NOW
2. NEXT
3. MEMBER HOME PAGE AT LOGIN—CLICK GET STARTED
4. OPEN ENROLLMENT BENEFITS – CLICK EDIT COVERAGE
5. REASON FOR CHANGE – SELECT OPEN ENROLLMENT IF IT IS NOT DUE TO A LIFE CHANGE EVENT—NEXT--CLOSE
6. PLAN SELECTION PAGE – MUST SELECT PLAN (70/30 TRADITIONAL OR 80/20 ENHANCED)
7. TOBACCO ATTESTATION AND PREMIUM CREDIT – PREMIUM CREDIT INCREASED FROM \$40 TO \$60; SELECT ANSWER THEN CLICK NEXT
8. 2018 MEDICAL SUMMARY PAGE – REVIEW AND CLICK SAVE
9. OPEN ENROLLMENT ELECTIONS PAGE – CLICK SAVE CHANGES TO RETURN TO HOME PAGE AND SEE CONGRATULATIONS MESSAGE
10. RETURN TO MEMBER HOME PAGE – **CONGRATULATIONS** MESSAGE WILL BE DISPLAYED
11. PRINT A COPY OF YOUR COMPLETED ENROLLMENT ELECTION FOR YOUR RECORDS

### **Extended Call Center Hours**

During Open Enrollment, the Eligibility and Enrollment Support Center will have extended hours: Phone number **855-859-0966** Monday – Friday, 8:00 a.m. – 10:00 p.m. • Saturday 8:00 a.m. – Noon.

Do not wait until the last minute! Longer hold times occur the first and last week of Open Enrollment.