

**ARE YOU
COVERED?**

EMPLOYEE BENEFITS
OPEN ENROLLMENT
APRIL 13 - MAY 8, 2015

OPEN ENROLLMENT FOR PLAN YEAR 2015-16 IS ACTIVE!



Benefits-eligible employees must access the ADP Benefit Enrollment System to elect benefits for Plan Year 2015-16 or to waive coverage. If no action is taken, employees will automatically be enrolled in employee-only coverage in the Cigna HMO. Visit www.maricopa.gov/benefits for more information.

Checklist for Completing Your Open Enrollment Elections

Prior to Open Enrollment:

- Complete the Worksheet mailed to your home. Use it as a guide for online enrollment.
- Visit www.maricopa.gov/benefits for benefits information.
- Compare benefit options to decide which medical plan is best for you. Review information such as covered services, deductibles, copays, coinsurance, annual maximums, provider networks, and per paycheck premiums.
- Call the Employee Benefits Division at 602.506.1010 if you have questions about your benefit options.
- If enrolling in the Cigna HMO, select a Primary Care Physician (PCP) prior to making your benefit elections.
RESOURCE: <http://www.cigna.com/cm gaz/doctor/>
- If enrolling in the Cigna Pre-Paid Dental Plan, select a Primary Care Dentist (PCD) before making your benefit elections.
RESOURCE: www.cigna.com

During Open Enrollment:

- Access the ADP Benefit Enrollment System at <https://portal.adp.com>.
- Complete your elections by the due date: **May 8, 2015 at 5:00 pm.**
- Add each of your dependents to coverage.
- Provide a Social Security Number for each covered dependent age one and older.
- If adding eligible dependents to coverage, place a check mark in the box next to their name for each benefit option. If you have properly added them to coverage, you will see their names listed next to each benefit option on the Benefits Summary Page which appears once you submit your elections.
- Review and update your list of beneficiaries.
- Click the "SUBMIT" button to process your elections.
- Print the Benefits Summary Page for your records.

After Open Enrollment:

- If required, submit an Evidence of Insurability form for life insurance to ReliaStar Life Insurance Company.
- Review the Confirmation Statement you receive in the mail to know which benefits you elected for Plan Year 2015-16.
- If you added new dependents to coverage, respond by the due date to the Dependent Verification Letter you receive in the mail. Submit proof of your dependents' eligibility for coverage using the Cover Sheet provided.
- Present your ID Card or group numbers to your physicians or other healthcare providers.
- Complete your Wellness Screenings between July 7 and August 28, 2015.
- Check your Plan Year 2015-16 benefit deductions on the July 15, 2015 paycheck to make sure they are correct.
- Contact Nationwide Retirement Solutions at 1.800.598.4457 to learn more about how to save for retirement.