

## Employee SEBB Enrollment Check List

Open Enrollment October 1, 2019 through November 15, 2019

Benefits Begin January 1, 2020

### STEPS ON HOW TO ENROLL

- **Set up your “SEBB My Account”:** Visit [myaccount.hca.wa.gov](http://myaccount.hca.wa.gov) to setup online account. This is a two-step authentication process. An email address is necessary for enrollment. *(Pg. 8 Enrollment Guide)*  
**Username** \_\_\_\_\_ **Password** \_\_\_\_\_
  - **Add Dependents:** Add spouse, children, and state registered domestic partner. *(Pg. 13)*
  - **Dependent Verification:** Verify your dependents. Step required before dependents can be added to your coverage. Upload documents from your computer or mobile device. If you are unable to upload documents online, you may submit to Payroll. *(Pg. 9)*
  - **Attest to Premium Surcharges:** ACTION REQUIRED, or default to premium surcharges if applicable. Answers to questions will determine if surcharges apply. *(Pg. 23)*
  - **Enroll in SEBB Basic Benefit Plan Offerings:** Medical (optional), and dental, vision, supplemental basic life insurance, accidental death and dismemberment (AD&D), and Long-term Disability (LTD). **You will need to choose your plans.** Many resources to assist you in your selections: Online Virtual Benefits Fair; “ALEX”, online interactive benefits advisor; School Employee Initial Enrollment Guide; visit [hca.wa.gov/sebb-employee](http://hca.wa.gov/sebb-employee) to explore options and find providers. **Benefits selections are based on the county you live in, not the county/school district you work.** *Oregon residents see Cowlitz County.*
    - **Select Dental and Vision:** These benefits are mandatory. No employee out of pocket; employer paid benefits. Make selections or default. Be sure to select dependents you wish to enroll in the plans. *(Pg. 50-53)*
    - **Select Medical – ACTION REQUIRED:** You must choose to enroll in a plan or waive coverage. If no action, you will default to medical coverage. All medical plans have an employee portion payment required. Be sure to select dependents you wish to enroll in the plan. *(Pg. 25-40)*
    - **Basic Life Insurance, Basic AD&D, Basic LTD:** The SEBB Program provides basic life, basic AD&D, and basic LTD insurance to all SEBB eligible employees. There is no employee out of pocket for the basic benefits; employer paid. School employees will be automatically enrolled in these benefit plans, even if medical coverage is waived. *(Pg. 55, Pg. 58)*
  - **Enroll in Supplemental Benefit Offerings (OPTIONAL– Employee Paid):** You will access vendor websites to enroll in the following supplemental plans (optional).
    - **Supplemental Life Insurance** (above basic life): The district will no longer locally offer life insurance plans through Sun Life; plans ending December 31, 2019. If you want to continue a life insurance plan starting January 1, 2020, you must enroll in the SEBB plan. *(Pg. 55)*
    - **Supplemental AD&D** (above basic AD&D) The district will no longer locally offer supplemental AD&D plans through Hartford; plans ending December 31, 2019. If you want to continue a AD&D plan starting January 1, 2020, you must enroll in the SEBB plan. *(Pg. 55)*
    - **Supplemental Long-term Disability** (above basic LTD): The district will no longer locally offer short-term and long-term disability plans through Sun Life; plans ending December 31, 2019. If you want to continue a LTD plan starting January 1, 2020, you must enroll in the SEBB plan. SEBB is not offering short-disability plans at this time. *(Pg. 58)*
    - **Medical Flexible Spending Accounts Arrangement (FSA) and Dependent Care Assistance Program (DCAP):** The district will no longer locally offer FSA and DCAP plans through American Fidelity; plans ending December 31, 2019. If you want to continue an FSA or DCAP account starting January 1, 2020, you must enroll in the SEBB plan. *(Pg. 59-60)*
- \*SEBB will not be offering cancer and accident insurance plans at this time. The District will no longer locally offer either plan due to SEBB restrictions.*