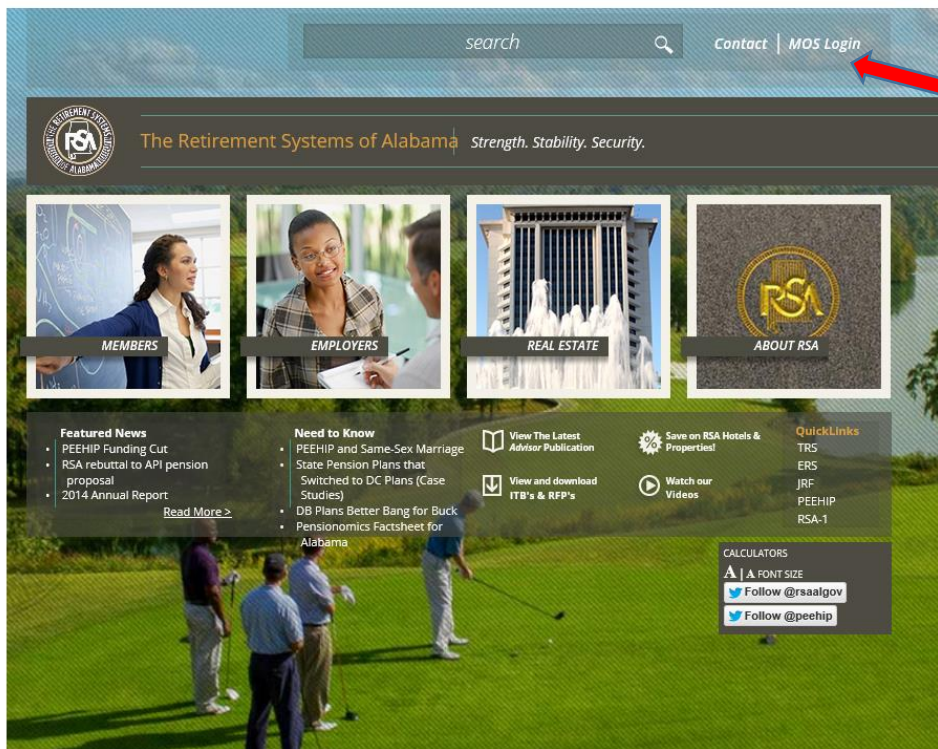


New Hire Guide for Enrolling in PEEHIP



To enroll in PEEHIP, go to www.rsa-al.gov. This will take you to the home page of The Retirement Systems of Alabama. Click in the upper right hand corner on MOS Login to begin the enrollment process.



MEMBER ONLINE SERVICES

- Help Links**
- Log In
 - Address Changes
- PEEHIP:**
- Current Coverages
 - New Employees
 - Open Enrollment
 - QLE

First Time User?

Register for a User ID and Password?

Member Login

Members Who Are Registered

User ID

Password

[Forgot Password?](#) [Forgot User ID?](#)

[Forgot User ID & Password? \(Reset Account\)](#)

[Need a PID? \(Request PID Letter\)](#)

If you are a first time user, click on Register Now. If you are already a member, enter your User ID and Password.

To ensure our members have a positive online experience, the RSA recommends and has certified Microsoft Internet Explorer 7.0 or higher and Firefox 3.0 or higher with JavaScript enabled for use with our online services.

Smartphones, tablets and other browser platforms such as Safari, Opera, or Google Chrome may prove incompatible with portions of our site and are not supported at this time.

Printing functions and My Documents are presented in Adobe's Portable Document Format (PDF). This requires the free download of Adobe Reader to be viewed. Adobe Reader can be downloaded at <http://www.adobe.com/products/reader.html>



MEMBER ONLINE SERVICES

Links

- Home
- Help
- Logout

Account Services

- Change Password
- Change Secret Question
- View/Change Contact Information
- My Documents
- Retirement Benefit Calculator

PEEHIP

- View Current Coverages
- Enroll or Change PEEHIP Coverages
- Retiree Premium Calculator**
- Make Payments

TRS

- View Account Information

RSA-1/PEIRAF

- View Account Information

Member Name: _____

Welcome to RSA's Member Online Services

All RSA Members

[View your personal account information](#)

- You can now view information about your TRS, ERS or JRF, and RSA-1 and Deferred Comp account balances, service credits, contributions and beneficiary data online
- Simply click on the **'View Account Information'** link under the plan you wish to view

[Update your contact information](#) (such as address, phone and email changes)

- Click the **'View/Change Contact Information'** link in the Account Services menu
- Select the changes you wish to make
- Follow the on-screen prompts to complete your updates and get a Confirmation page

PEEHIP Members

NOTICE FOR PEEHIP MEMBERS IN SAME-SEX MARRIAGES:

- Beginning February 9, 2015, you may now add a same-sex spouse or an eligible dependent arising from your same-sex marriage to your PEEHIP coverage. You may use the MOS online system or you may complete a paper New Enrollment and Status Change form and submit it to PEEHIP
- If you wish to use the MOS online system and you were married prior to February 9, 2015 in a state recognizing same-sex marriage, you must use February 9, 2015 as the date of your Qualifying Life Event and your date of marriage. This only applies to members married prior to February 9, 2015. If you were married on or after February 9, 2015, you must instead use the date your marriage took place as the date of your Qualifying Life Event and your date of marriage.
- Remember that your online or paper request must be received by PEEHIP within 45 days of your Qualifying Life Event. Members who have a February 9 Qualifying Life Event will have until midnight on Wednesday, March 25 to use the MOS online system. Members can also wait until the annual open enrollment period to add their spouse or other eligible dependents. For additional information, please see the update provided on the PEEHIP website: <http://www.rsa-al.gov/index.php/members/peehip>

For additional information, please see the update provided on the home page of the PEEHIP website.

[Enroll in or make changes during Open Enrollment](#)

- Click the **'Enroll or Change PEEHIP Coverages'** link in the PEEHIP menu
- Select the **Open Enrollment** option and press **Continue**

Click on the PEEHIP box on the left side of the screen to begin enrolling.

Follow the instructions as you move through the screens.



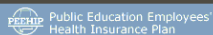
New Employees can enroll online in PEEHIP coverages.



- Click the **'Enroll or Change PEEHIP Coverages'** link in the PEEHIP menu
- Select the **New Employee** option and press continue
- Select the coverages you wish to enroll in
- Follow the on-screen prompts to complete the online enrollment process and get a Confirmation page
- NOTE:** The new employee option will only be available up until 30 days after the employee's date of hire. At the end of this time period, this option is no longer available and the new employee cannot enroll online.



MEMBER ONLINE SERVICES



Links

- Home
- Logout

Account Services

- Change Password
- Change Secret Question
- View/Change Contact Information
- My Documents
- Retirement Benefit Calculator

PEEHIP

- View Current Coverages
- Enroll or Change PEEHIP Coverages
- Retiree Premium Calculator**
- Make Payments

Member Name: _____

Update Associated Information

PLEASE BE ADVISED OF THE FOLLOWING

You MUST receive a CONFIRMATION PAGE to confirm that your enrollment and/or change requests have been successfully saved and submitted to PEEHIP. You will receive a Confirmation page after you click the "Submit" button from the "Verification" page. Keep a copy of the Confirmation page for your records. If you do not receive a Confirmation page, you have not successfully submitted your enrollment and/or change requests.



At the end of the enrollment process, you must receive a CONFIRMATION PAGE to confirm that you have completed the process. Print a copy of the CONFIRMATION PAGE for your records.