EMPLOYEE OPEN ENROLLMENT HANDBOOK

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SELF-ENROLLMENT

LOGIN

To login to BeneTrac to make your open enrollment selections, please go to the following website:

https://www.eenroller.net/btrac/broker.asp

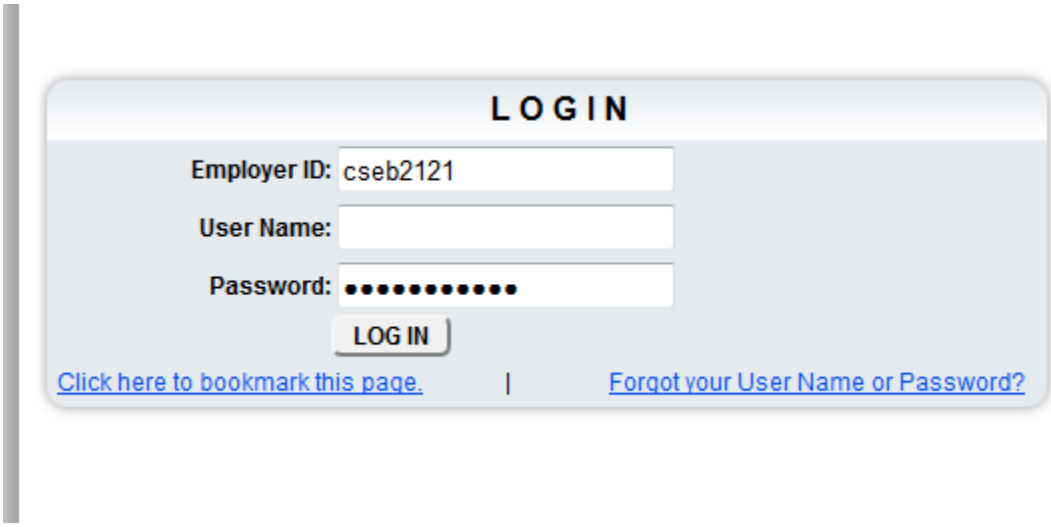
Employer ID: CSEB2121

Username: VUSD username (if that does not work, please see **"Alternate Login"**)

Password: VUSD + lower first initial of your last name + last 4 SSN

For example, if employee name is Enrollment Example, SSN 333-33-3336, the default password would be:

VUSDe3336

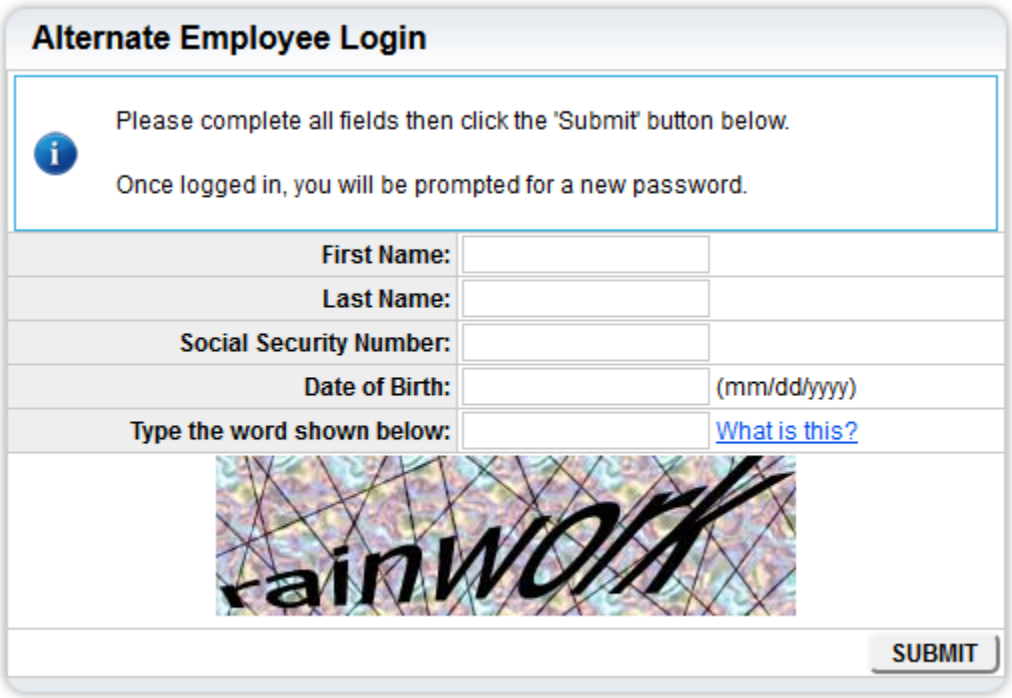


After a successful login, you will be prompted to change your password.

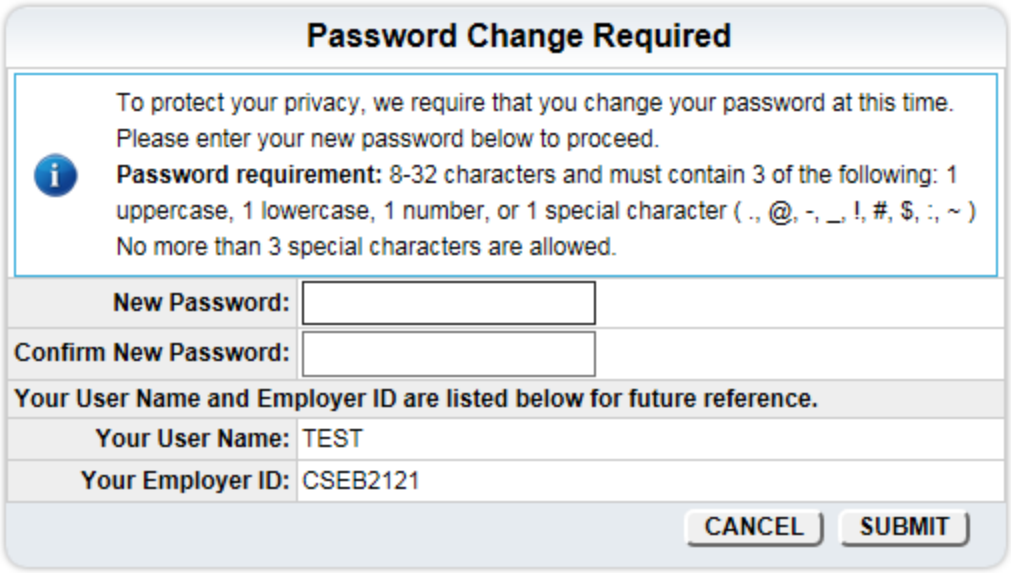
ALTERNATE LOGIN

If the standard login does not work, please use the following alternate login steps:

Click **"Forgot your User Name or Password?"** You will be taken to the following screen:

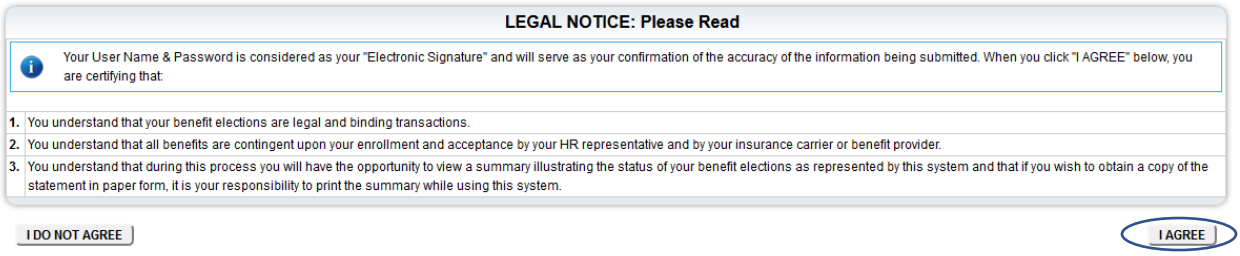


Please enter your full first and last name (as it appears on your benefits or payroll) in addition to your Social Security Number, date of birth (mm/dd/yyyy), and type in the word shown on the screen. You will then be prompted to enter a new password:

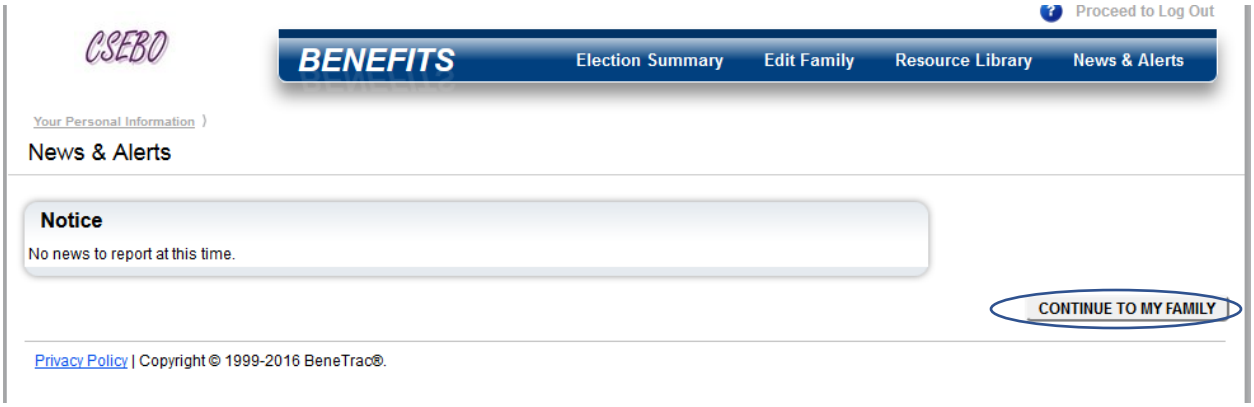


DEMOGRAPHIC AND DEPENDENT CHANGES

Once a successful login is complete, you will be taken to the following screen:

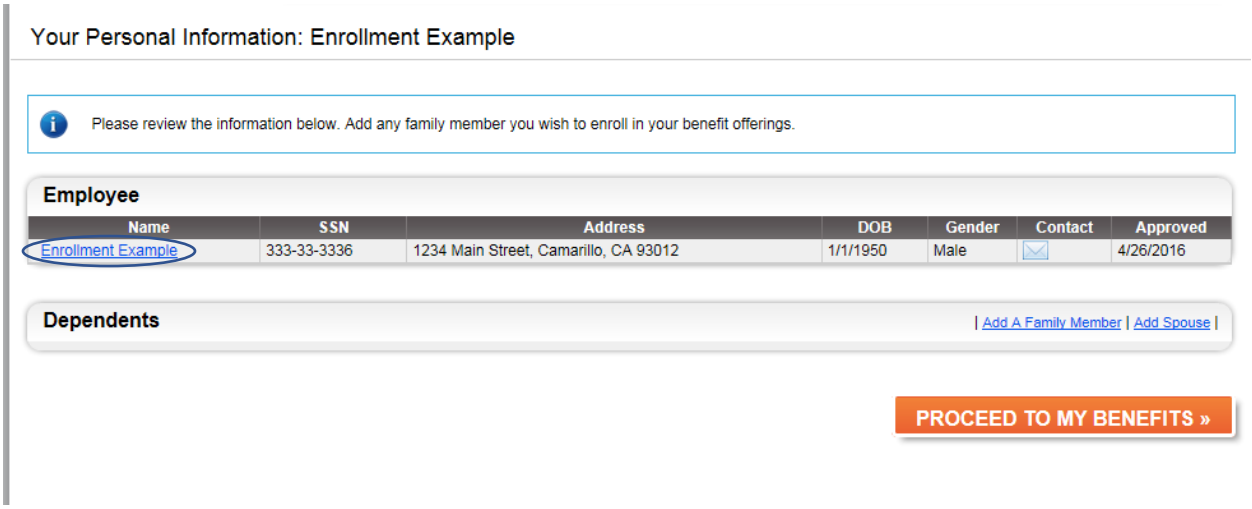


Please click **"I AGREE"** followed by **"CONTINUE TO MY FAMILY"**

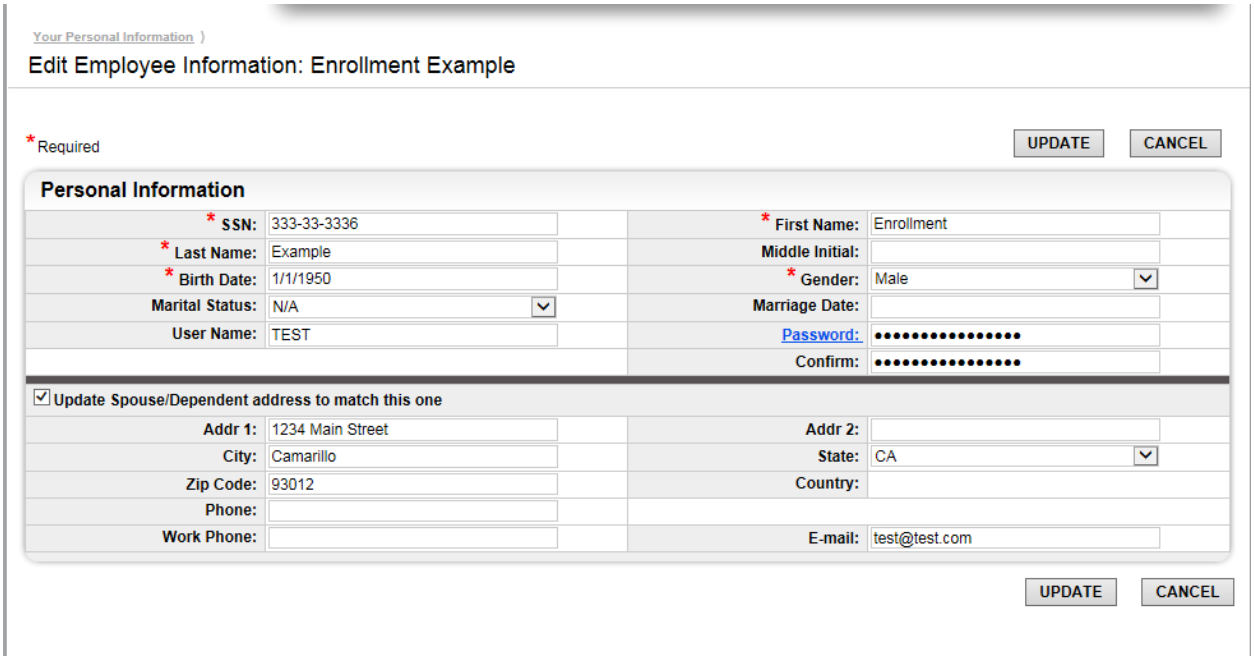


ADDRESS CHANGES

Your personal information will now be displayed:



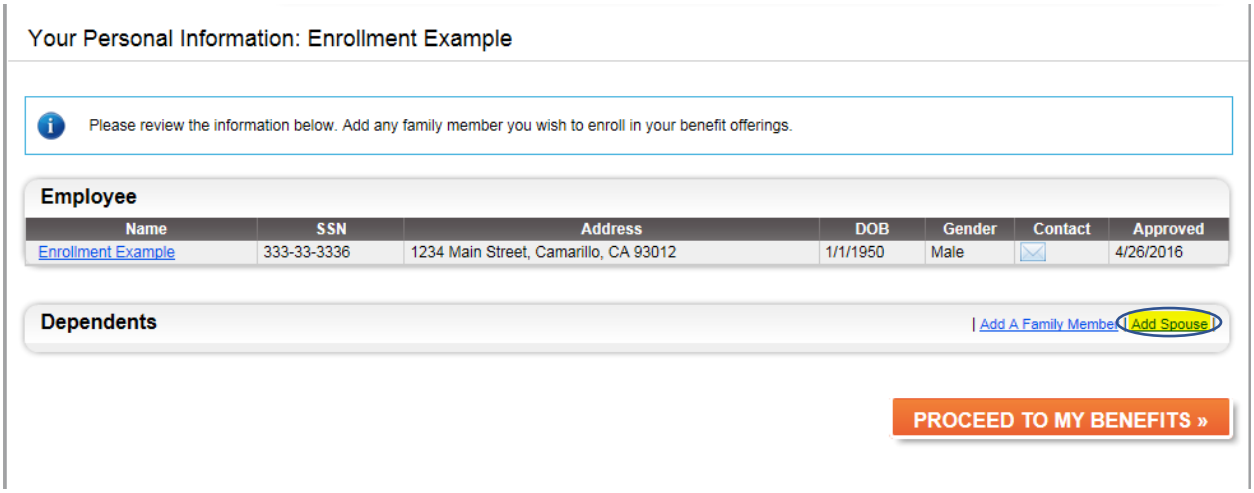
If any of the displayed information is incorrect, please click on your name under the **"Employee"** subsection. You will be taken to the following page:



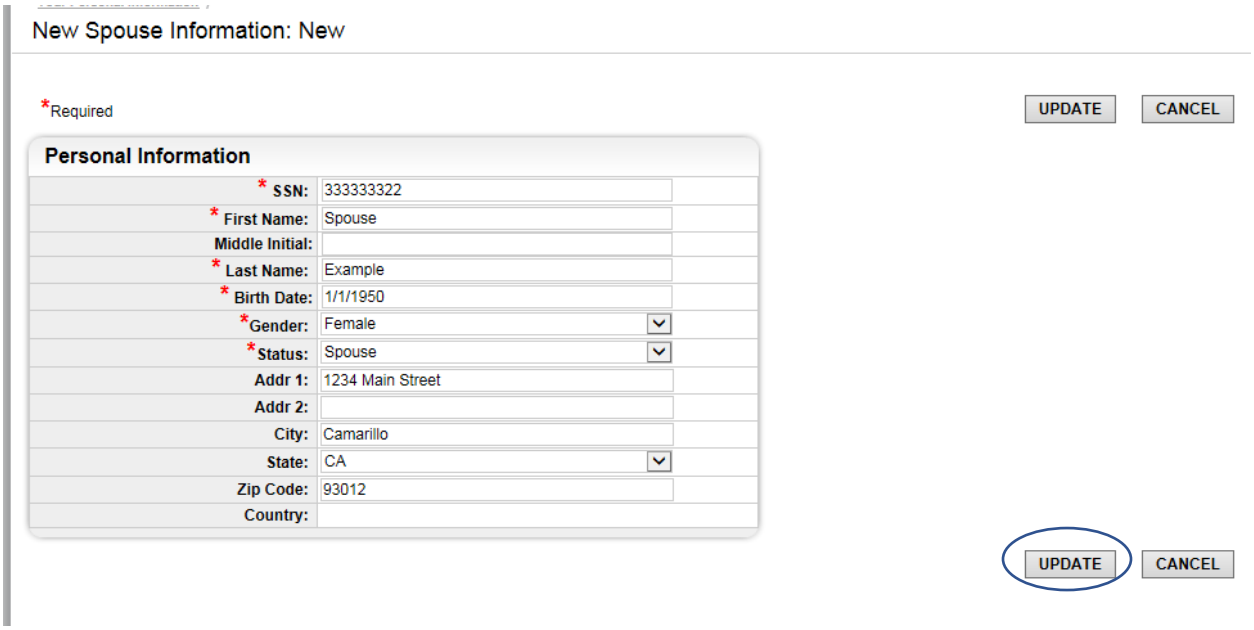
Please update any incorrect information, then click **"Update"** to return to your family information.

ADD A SPOUSE

If you would like to add a spouse, please click **"Add Spouse"**:



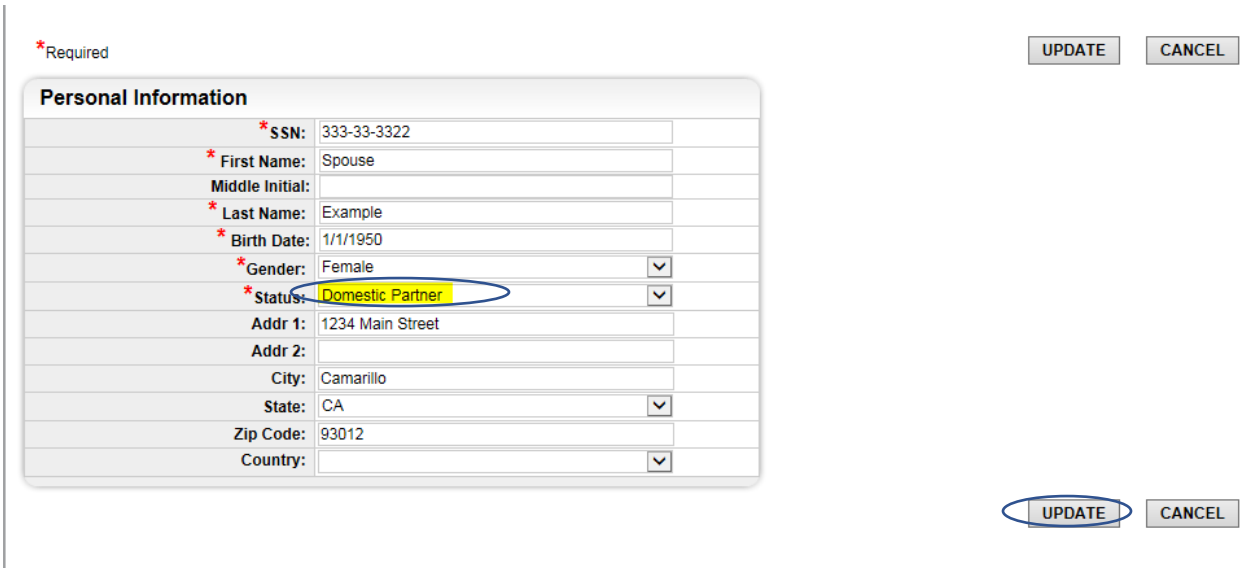
You will be taken to the following screen. Please add all **"*"** (asterisk) information:



Once completed, click **"UPDATE"** and you will be taken to the **"Your Personal Information"** screen.

ADD A DOMESTIC PARTNER

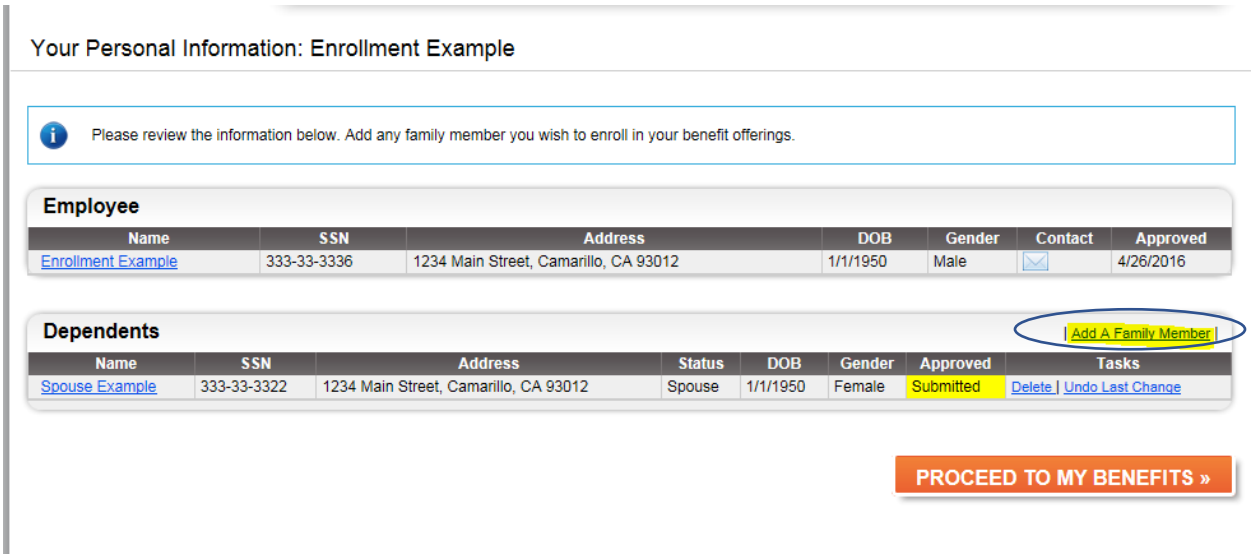
Complete the previous steps, but change the **"*Status"** to **"Domestic Partner":**



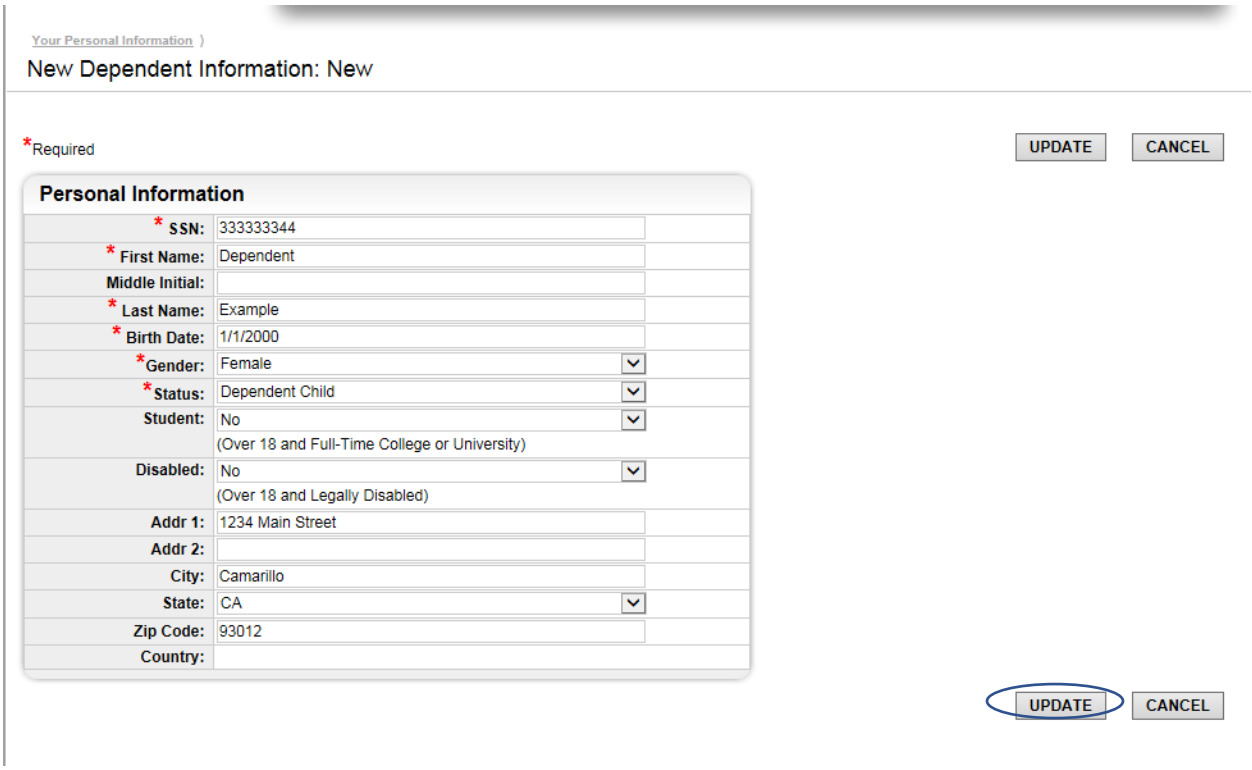
Once completed, click **"UPDATE"** and you will be taken to the **"Your Personal Information"** screen.

ADD A DEPENDENT

If you would like to add a dependent, please click **"Add a Family Member"**:



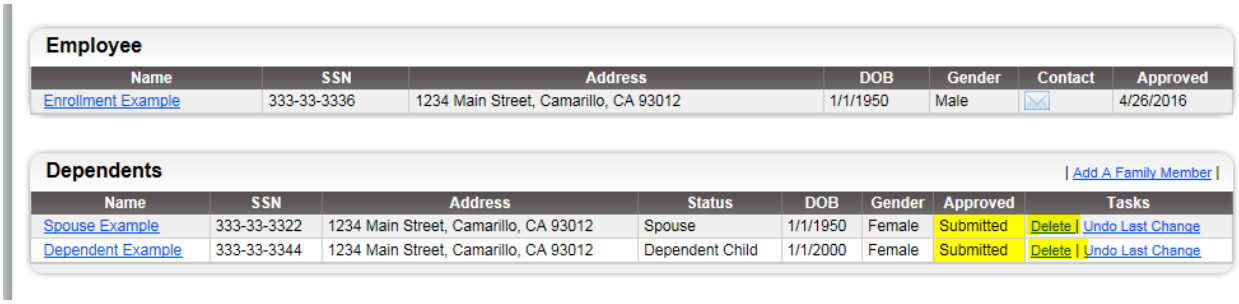
You will be taken to the following screen. Please add all **"*"** (asterisk) information:



Once completed, click **"UPDATE"** and you will be taken to the **"Your Personal Information"** screen.

DELETING A SPOUSE OR DEPENDENTS

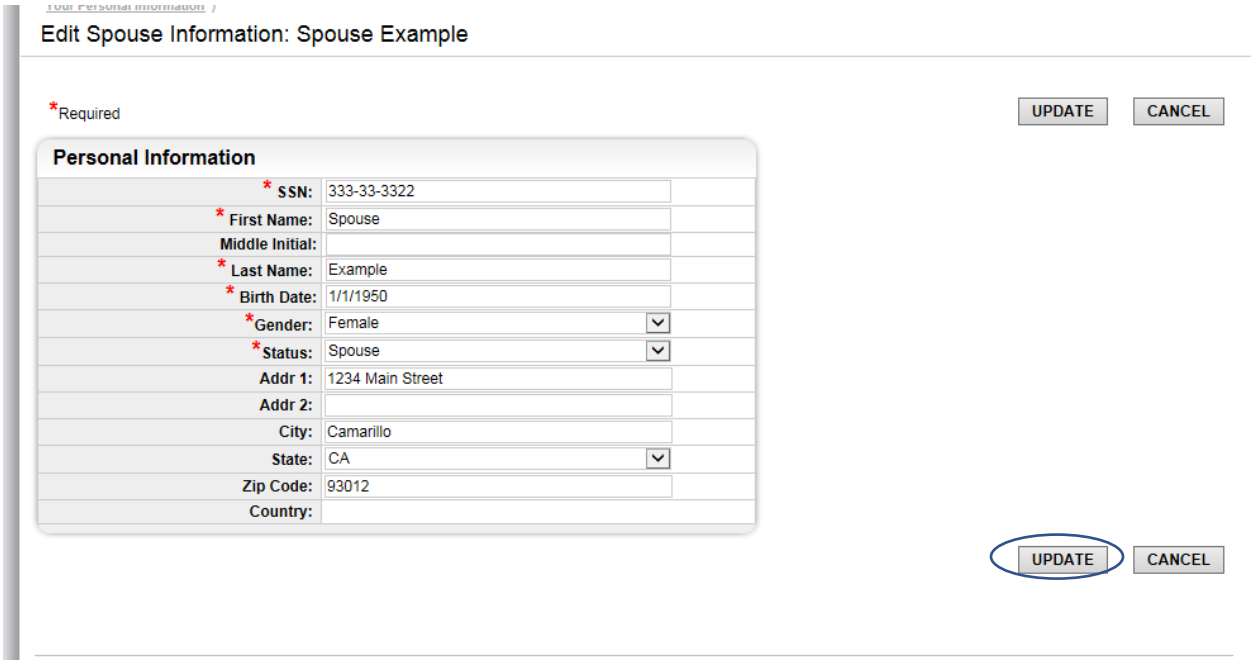
If there are dependents on the **"Your Personal Information"** screen who should no longer be on your benefits, please do not click **"Delete."**



You will be able to remove the inactive spouse or dependent from your plan when changing your benefits in the subsequent steps.

REVIEW INFORMATION

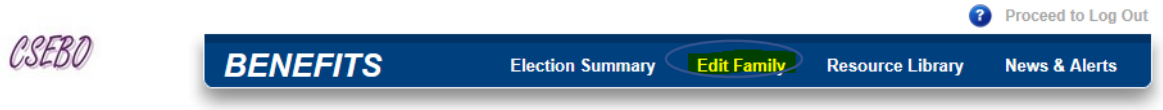
If you find any of the information displayed on the **"Your Personal Information"** page is incorrect, please click on the spouse or dependent you would like to change and you will be taken to the **"Edit Spouse/Dependent Information"** page to correct:



Once completed, click **"UPDATE"** and you will be taken to the **"Your Personal Information"** screen.

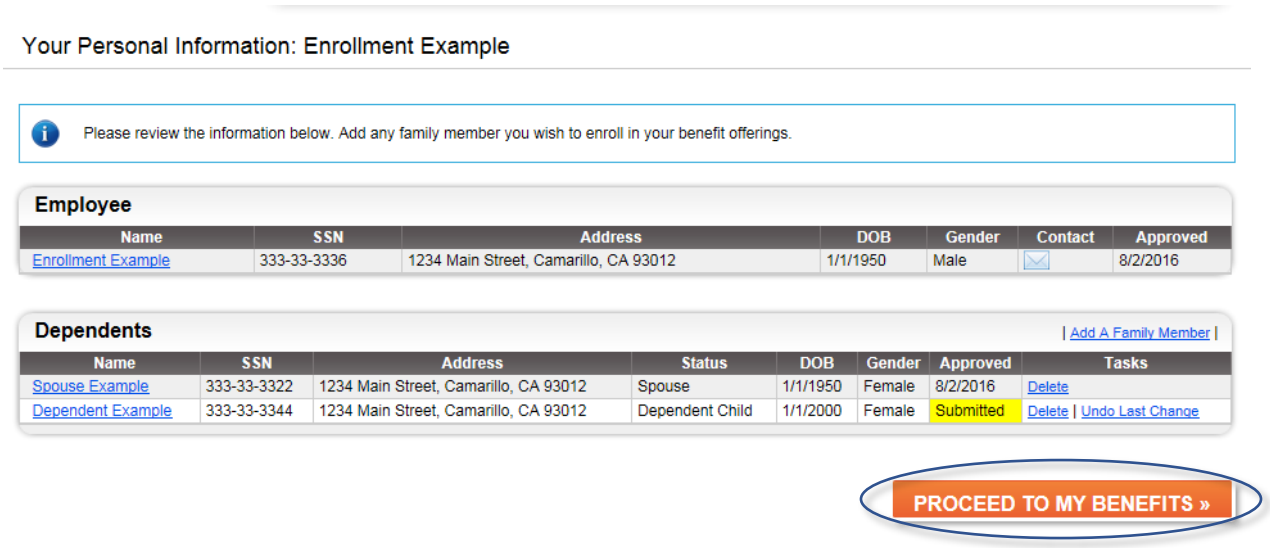
RETURNING TO YOUR PERSONAL INFORMATION PAGE

If at any time you need to return to the **"Your Personal Information"** screen, simply click **"Edit Family"** at the top of the screen:

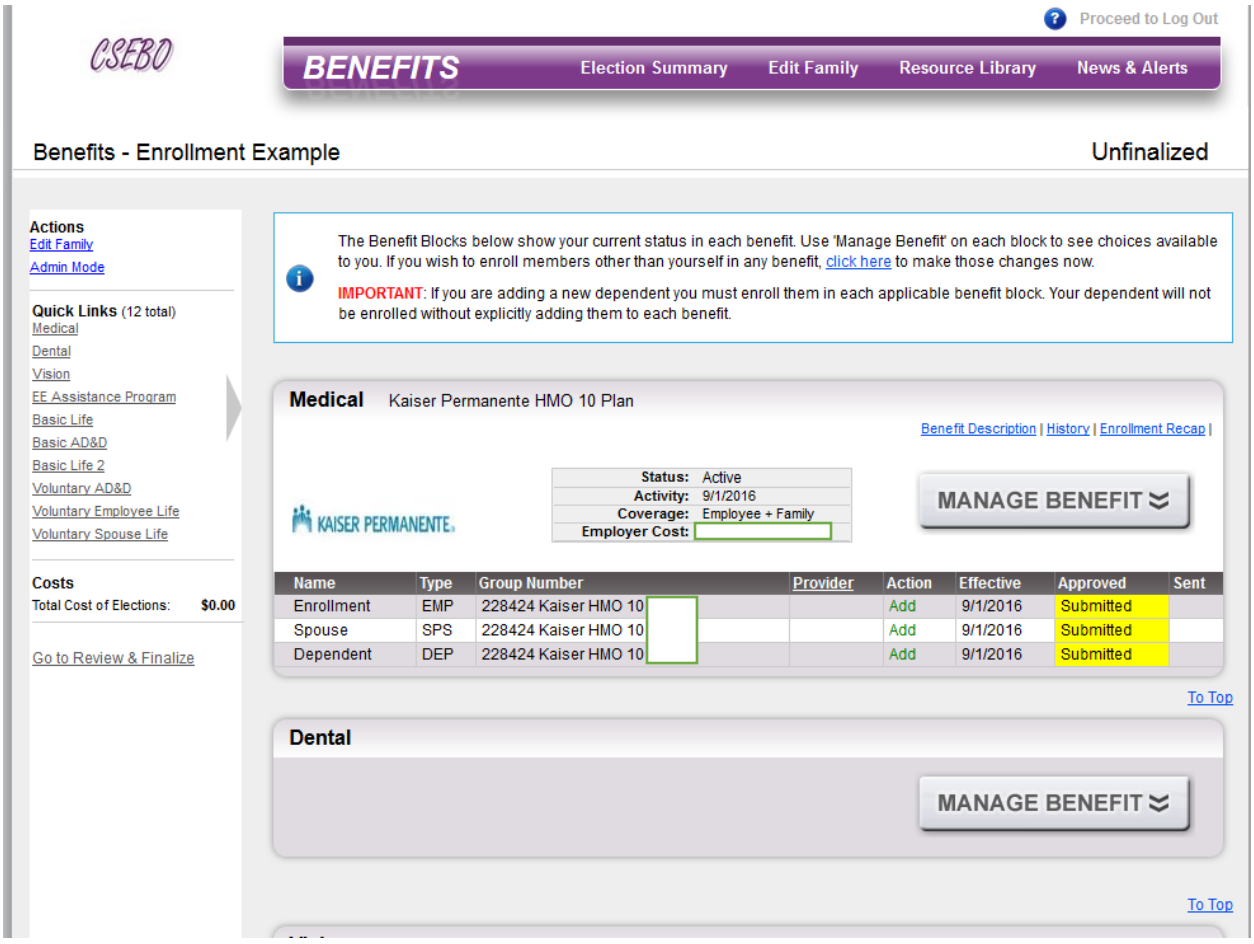


BENEFITS SUMMARY PAGE

Once you finish editing your spouse or dependent, please click **"PROCEED TO MY BENEFITS"**:

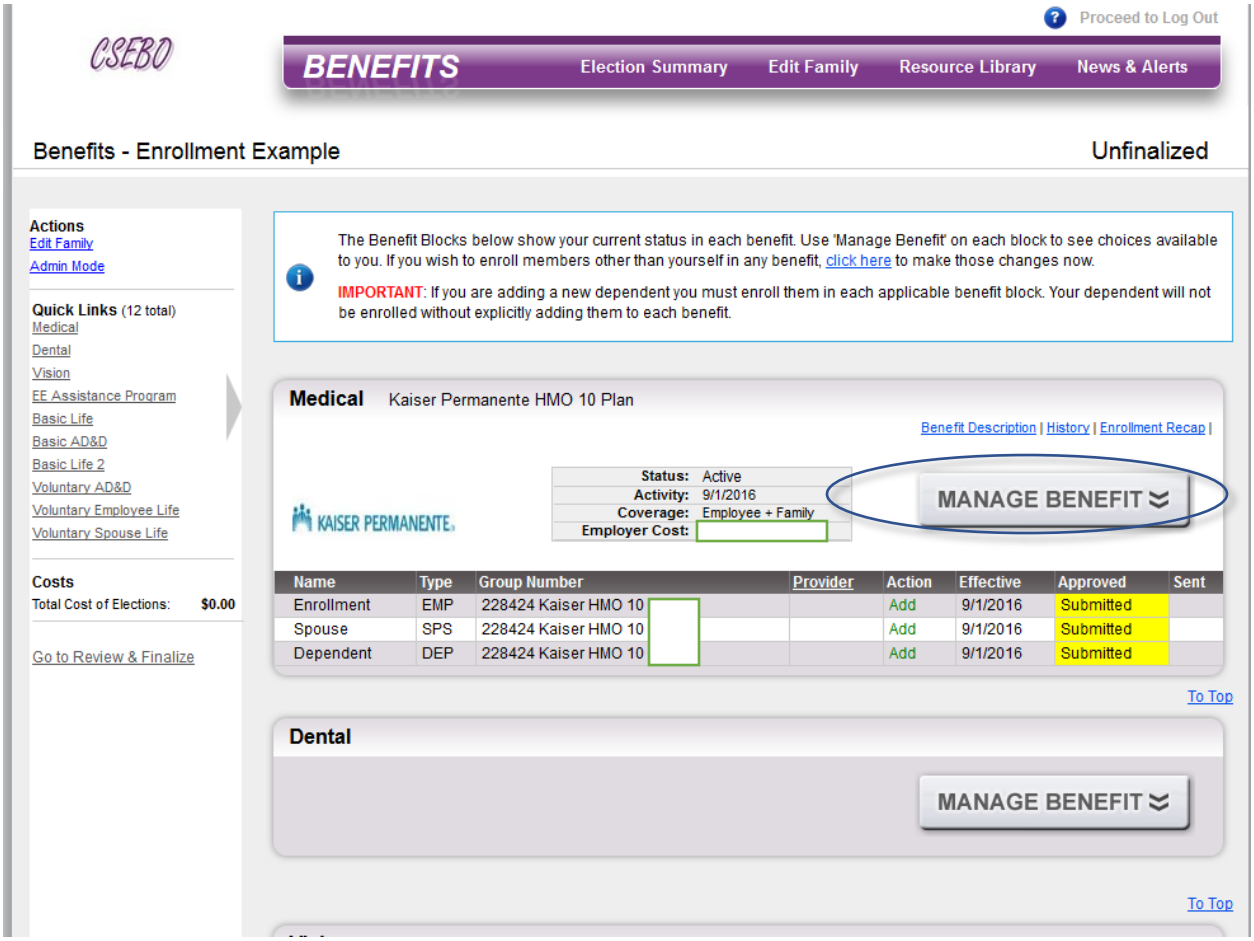


You will then be taken to the following screen:

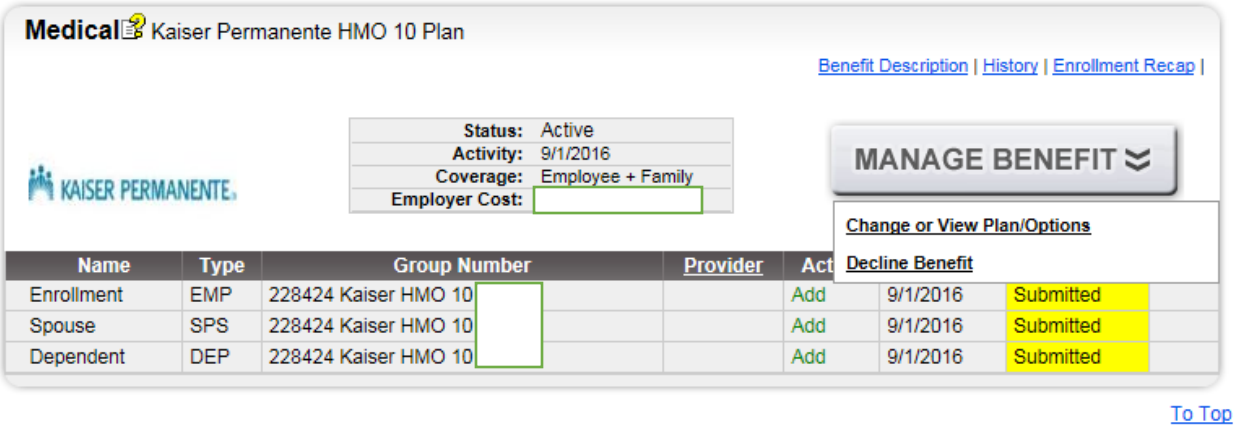


ENROLLING IN A MEDICAL BENEFIT

To begin an open enrollment change, please click the **"MANAGE BENEFIT"** under the **"Medical"** block:

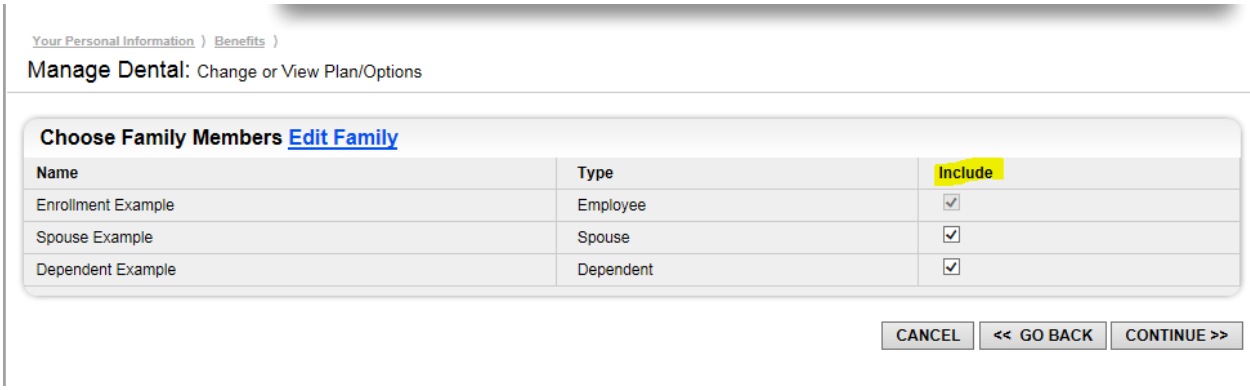


Choose **"Change or View Plan/Options"** to make an open enrollment change, or click **"Decline Benefit"** of you do not wish to receive the medical benefit:



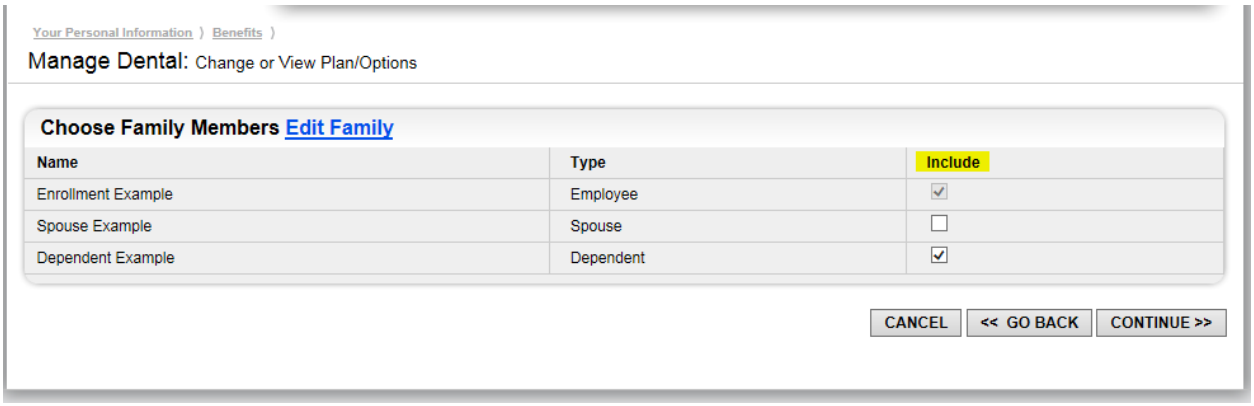
ENROLLING A SPOUSE OR DEPENDENT(S) TO YOUR PLAN

To enroll a spouse or dependent(s) to your plan, check the box under **"Include"**:



REMOVING A SPOUSE AND/OR DEPENDENT(S) FROM YOUR PLAN

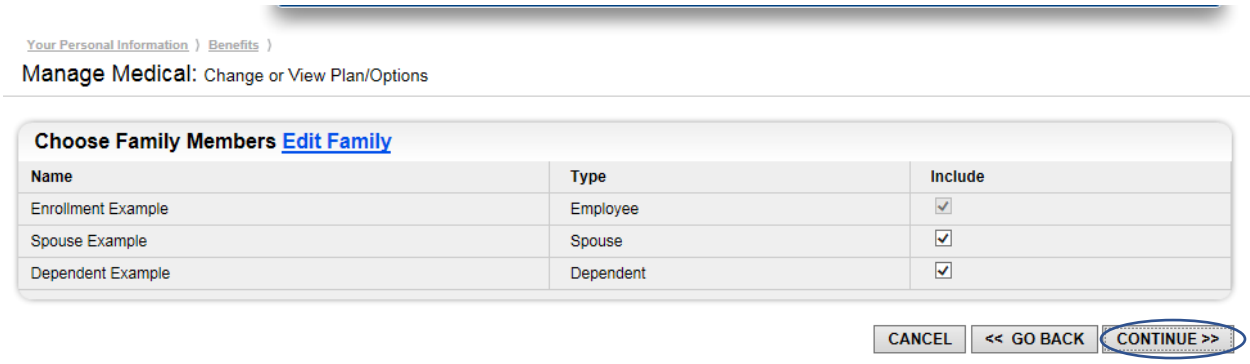
To remove a spouse or dependent(s) you do not wish to be on your plan, uncheck the box under **"Include"**:



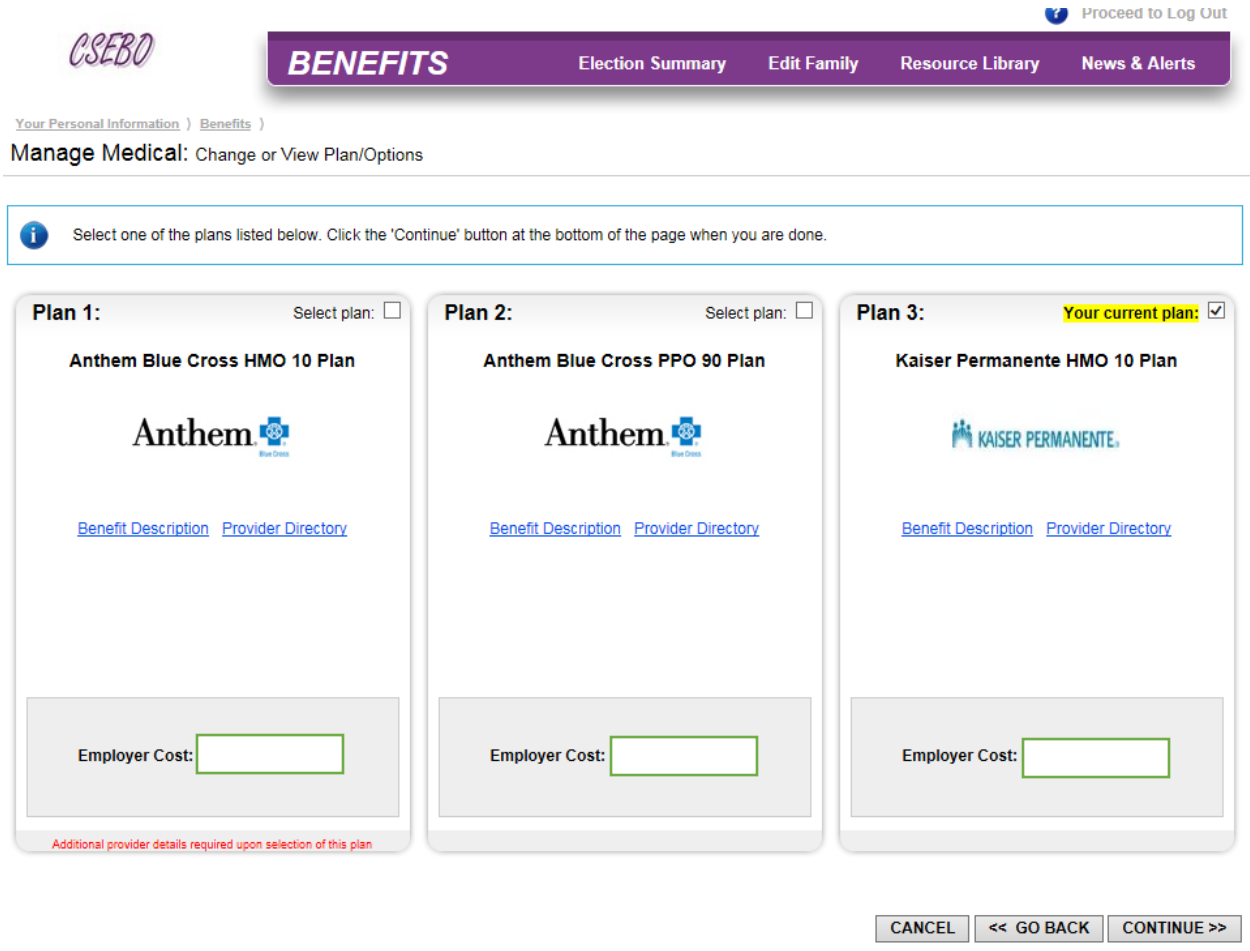
The appropriate spouse or dependent(s) will then be removed from your benefits.

SWITCHING BETWEEN MEDICAL PLANS

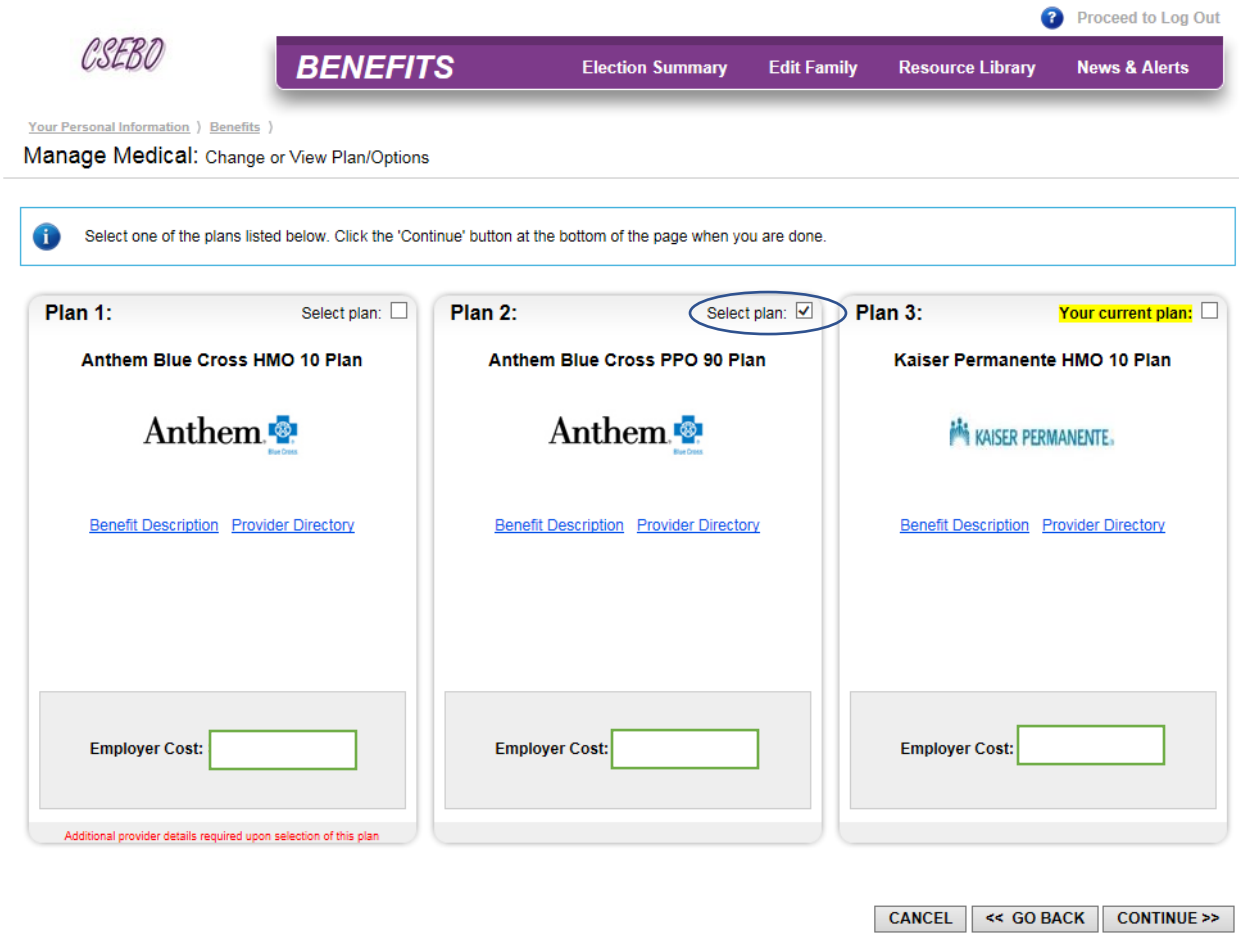
Once you have clicked the spouse or dependent(s) you wish to be on your plan, please click **"CONTINUE >>"** to select your plan:



You will then see all medical plan options:

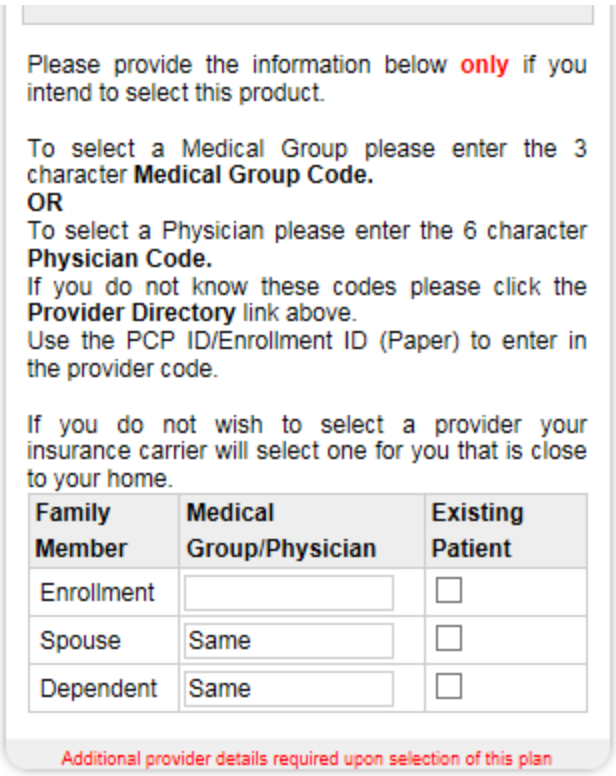


The plan you are currently enrolled in will be highlighted and checked **"Your current plan."** To switch from the **"Kaiser Permanente HMO 10 Plan"** to the **"Anthem Blue Cross PPO 90 Plan"** plan, for example, click the box to the right of **"Select plan"**:



SELECTING YOUR PRIMARY CARE PHYSICIAN - ANTHEM HMO ENROLLMENTS

If you wish to select the Anthem HMO, you will be prompted to select a **"Medical Group/Physician":**



Please provide the information below **only** if you intend to select this product.

To select a Medical Group please enter the 3 character **Medical Group Code.**
OR
To select a Physician please enter the 6 character **Physician Code.**
If you do not know these codes please click the **Provider Directory** link above.
Use the PCP ID/Enrollment ID (Paper) to enter in the provider code.

If you do not wish to select a provider your insurance carrier will select one for you that is close to your home.

Family Member	Medical Group/Physician	Existing Patient
Enrollment		☐
Spouse	Same	☐
Dependent	Same	☐

Additional provider details required upon selection of this plan

To search for a list of in-network Medical Group/Physicians, please visit the following link: Anthem Provider Finder. Search with "Identification Number of Alpha Prefix" of: "NCF".

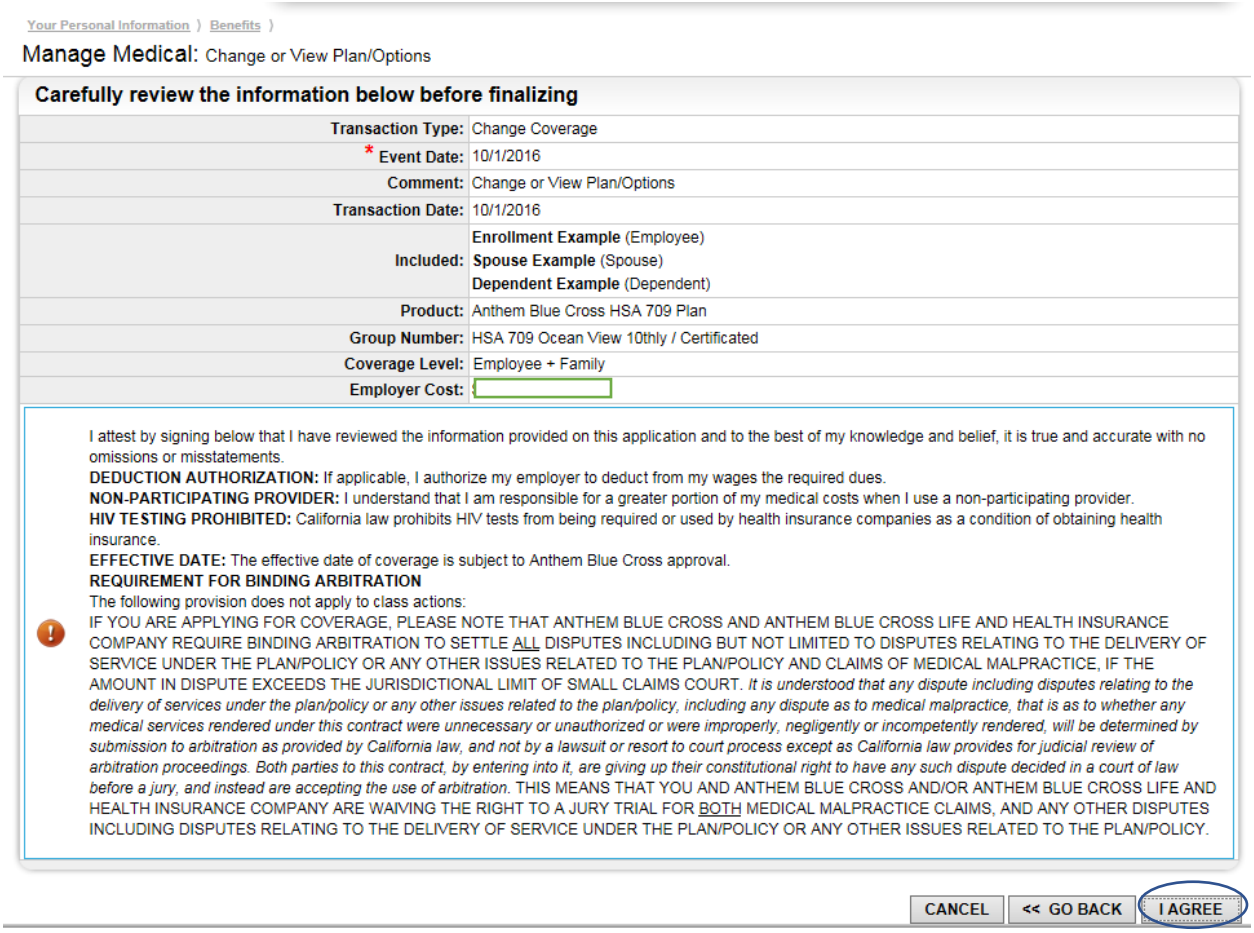
If you do not know this information at open enrollment, please leave these fields blank; Anthem will automatically assign you a Medical Group/Primary Care Physician. Please call Anthem's Customer Service after open enrollment for more information on choosing or changing a Medical Group/Primary Care Physician.

KEEPING WITH YOUR CURRENT PLAN

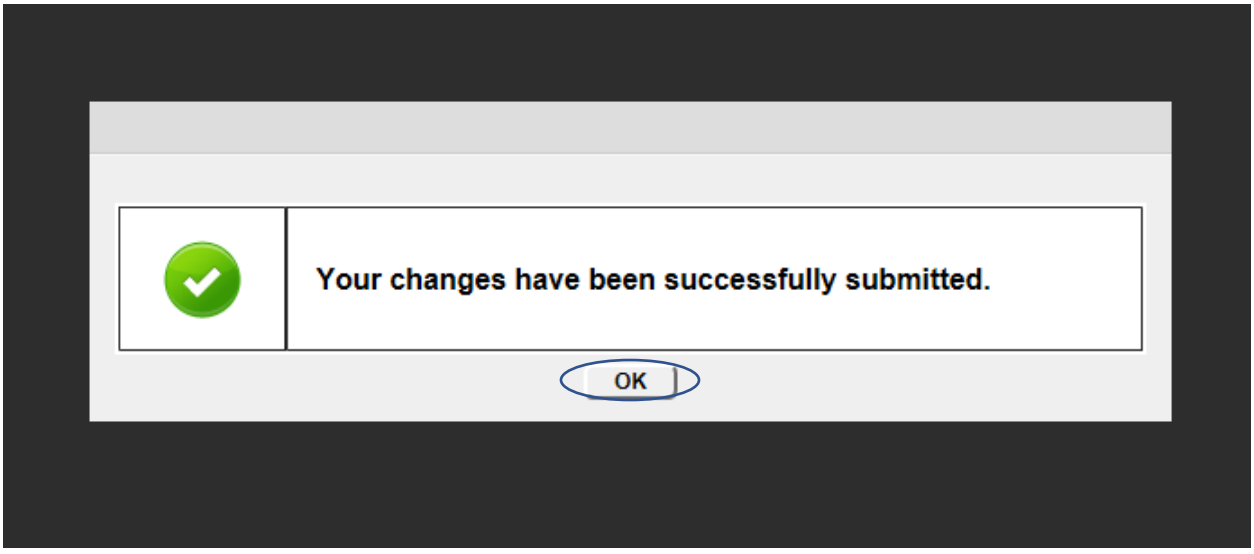
If you do not wish to make an open enrollment change and stick with your current plan, leave the box checked on **"Your current plan:"** and click **"CONTINUE >>"** at the bottom of the screen.

REVIEWING YOUR ENROLLMENT

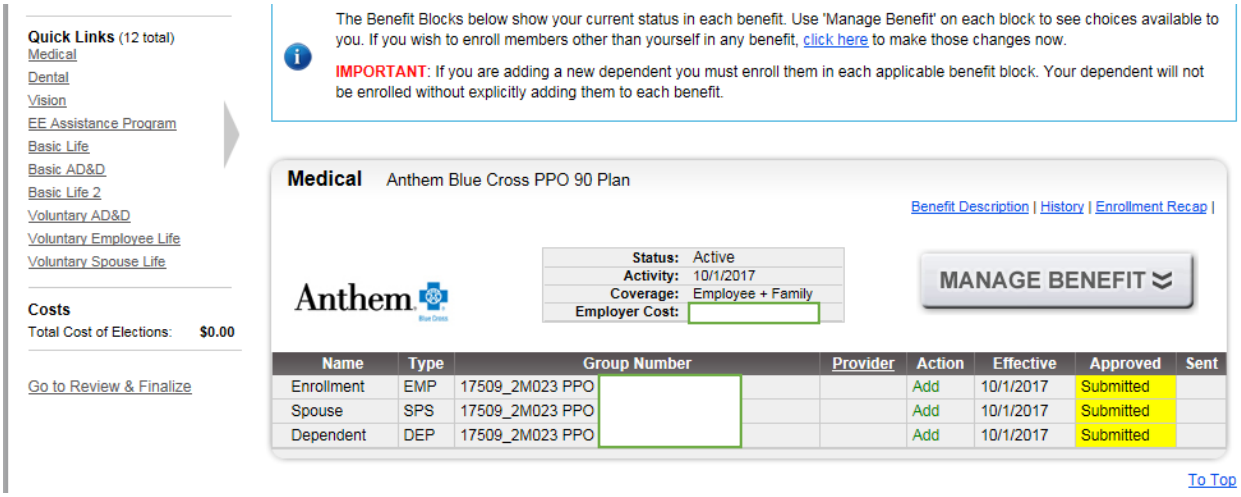
After selecting your plan, you will be taken to the following screen to review your medical enrollment:



Carefully review the information to ensure the appropriate spouse and dependent(s) are included in your enrollment. Once reviewed, click **"I AGREE"** at the bottom of the screen. You will then see the following message:

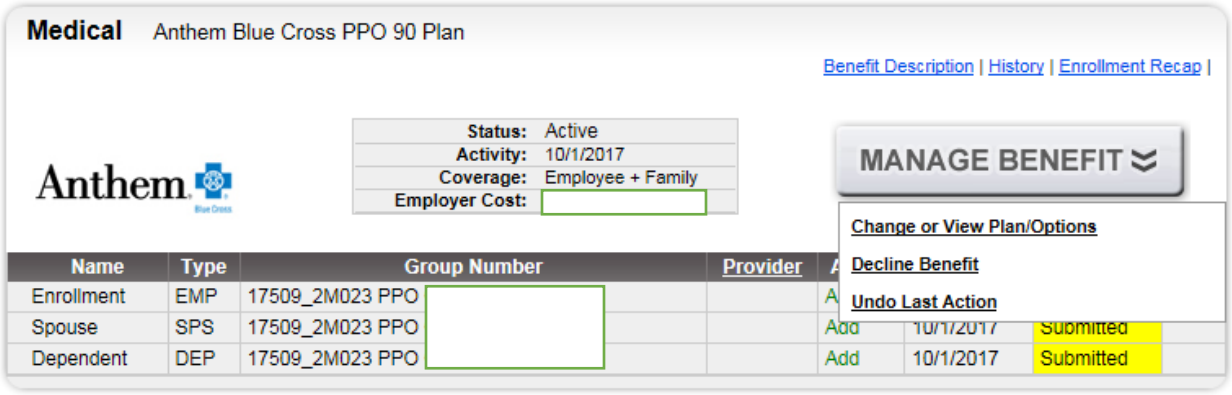


Please click **"OK."** You will then return to the **"Benefits"** screen, where you can review your enrollment once more to ensure accuracy:



CORRECTING ERRORS IN ENROLLMENT

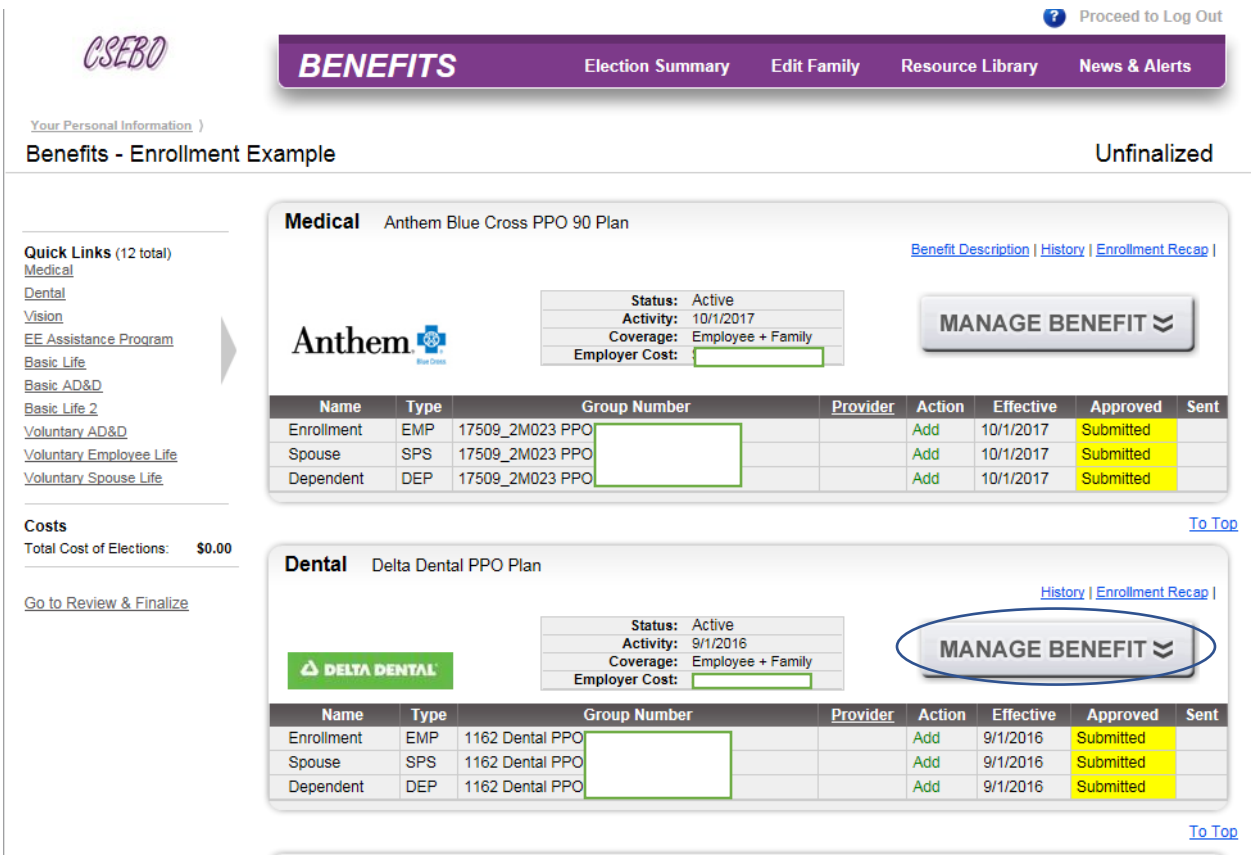
If you find any errors in your enrollment, click on **"MANAGE BENEFIT"** and select from the following options:



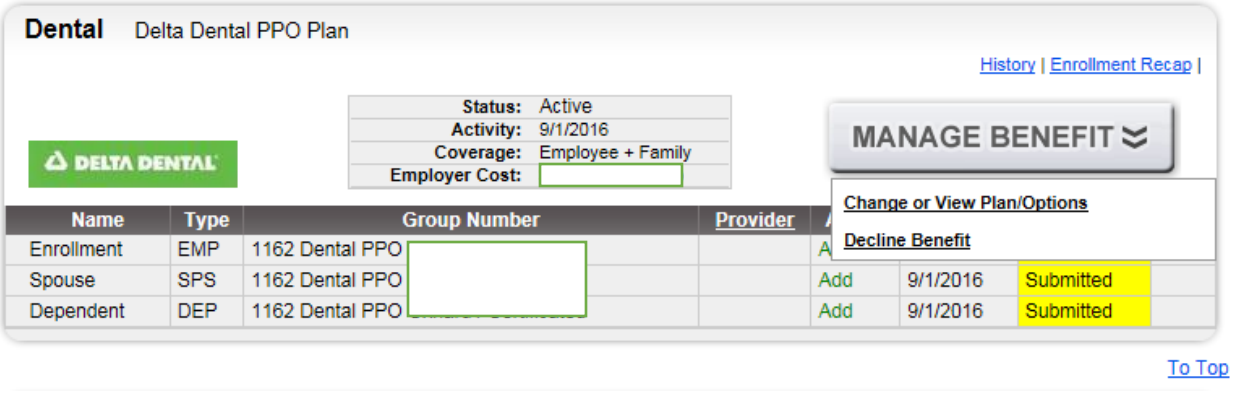
- **"Change or View Plan/Options"** will redirect you to the **"Manage Medical"** screen (please refer to the **CHOOSING A SPOUSE AND/OR DEPENDENT(S) TO ENROLL** section for more information)
- **"Undo Last Action"** will undo any change you may have made during open enrollment. This will revert your enrollment back to how it was prior to open enrollment. To proceed, click **"OK"** in the dialog box.

ENROLLING IN A DENTAL BENEFIT

To make an open enrollment change to your dental benefit, please click the **"MANAGE BENEFIT"** under the **"Dental"** block:



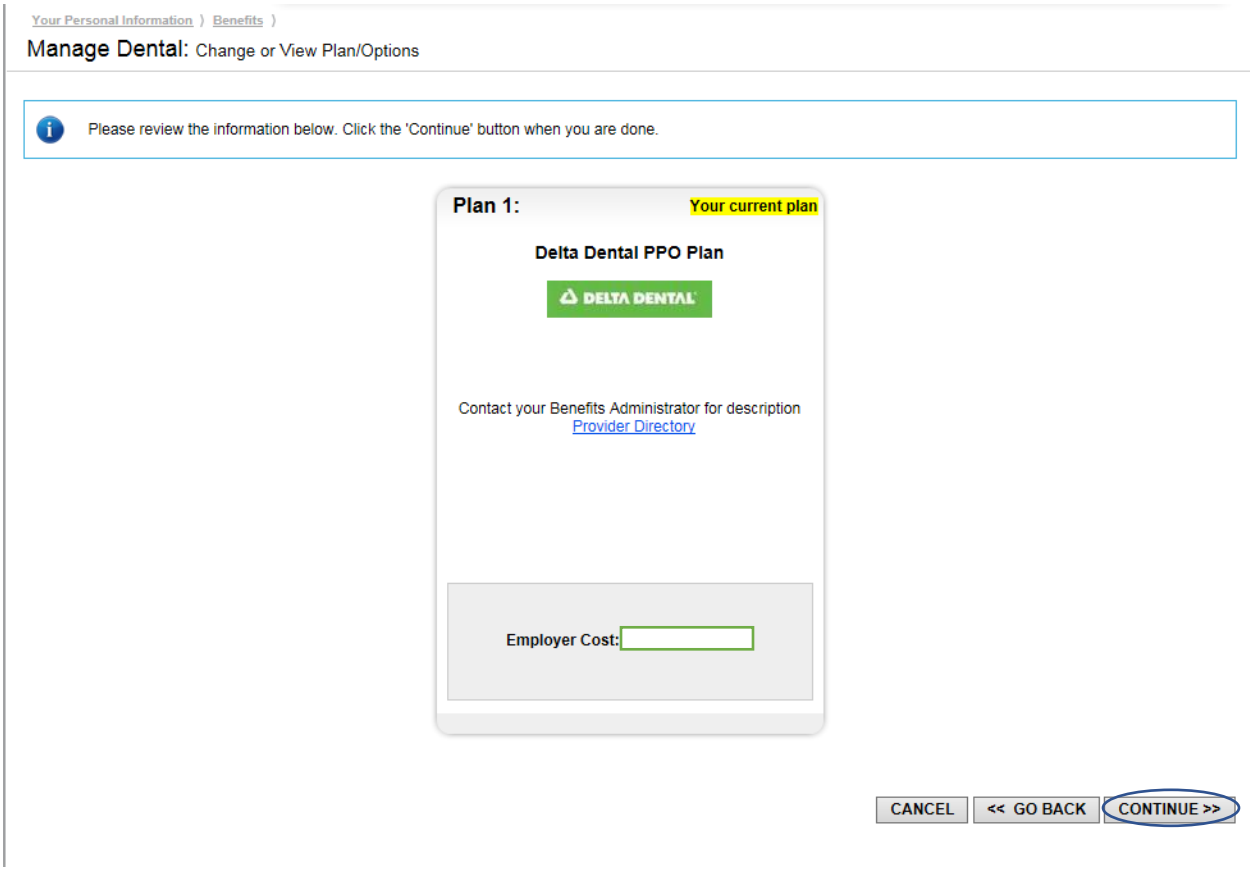
Choose **"Change or View Plan/Options"** to make an open enrollment change, or click **"Decline Benefit"** if you do not wish to receive the dental benefit:



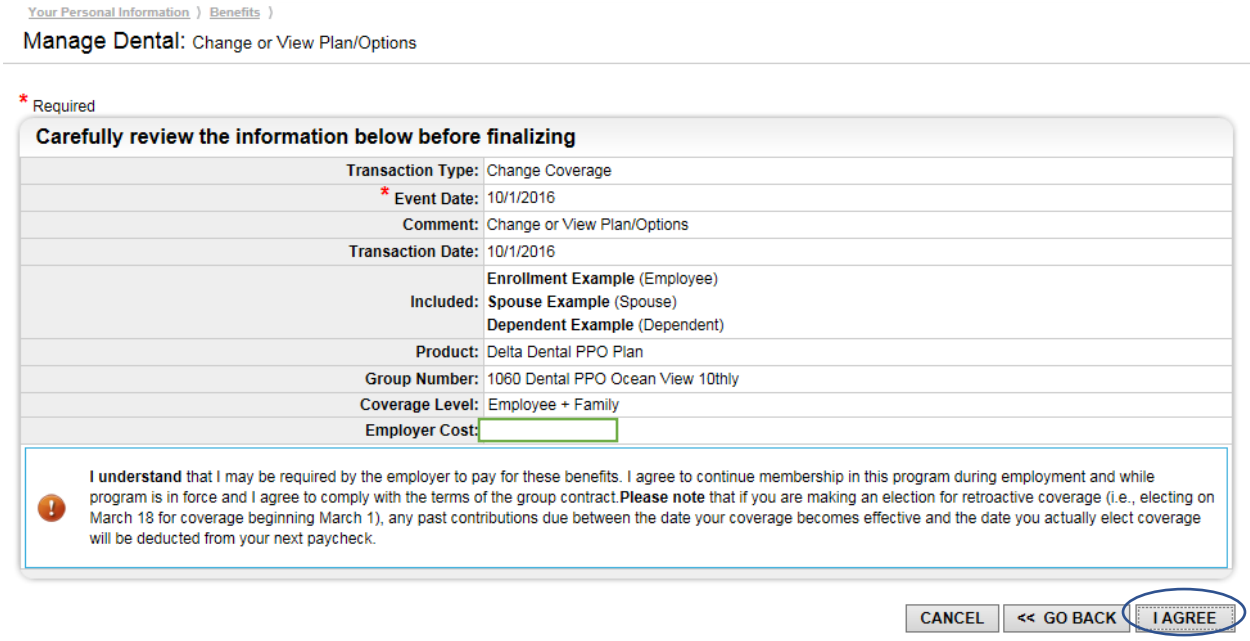
Please refer to the **CHOOSING A SPOUSE AND/OR DEPENDENT(S) TO ENROLL** section on page 13 for more information on updating or removing a spouse and/or dependent from your dental plan.

CHOOSING YOUR DENTAL PLAN

After updating your spouse/dependent(s), you will be taken to the following screen:



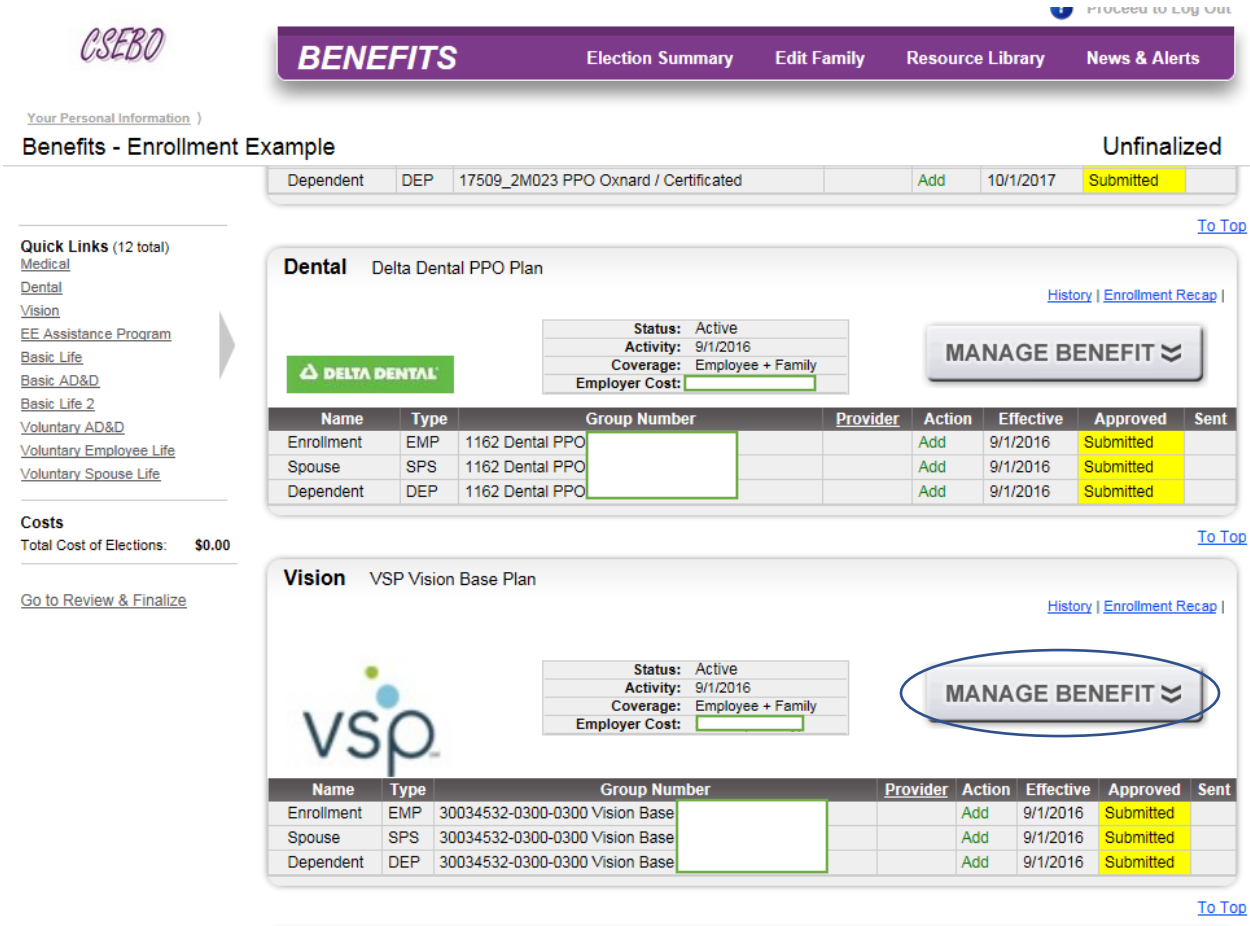
Click **"CONTINUE >>"** at the bottom of the screen. You will then be taken to the following screen:



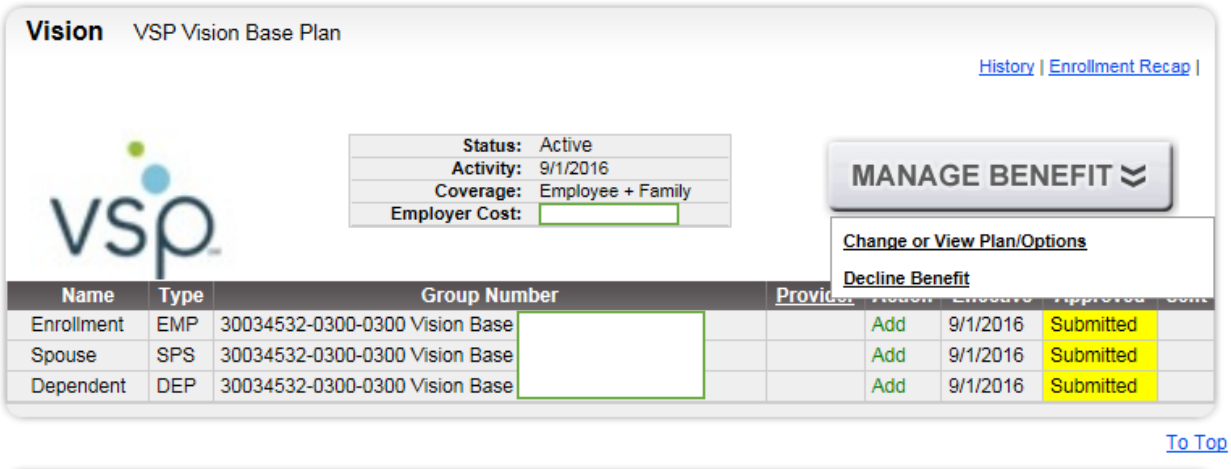
Click **"I AGREE"** to proceed. Please refer to the **"REVIEWING YOUR ENROLLMENT"** on page 16 for more information on correcting errors in enrollment.

ENROLLING IN A VISION BENEFIT

To make an open enrollment change to your vision benefit, please click the **"MANAGE BENEFIT"** under the **"Vision"** block:



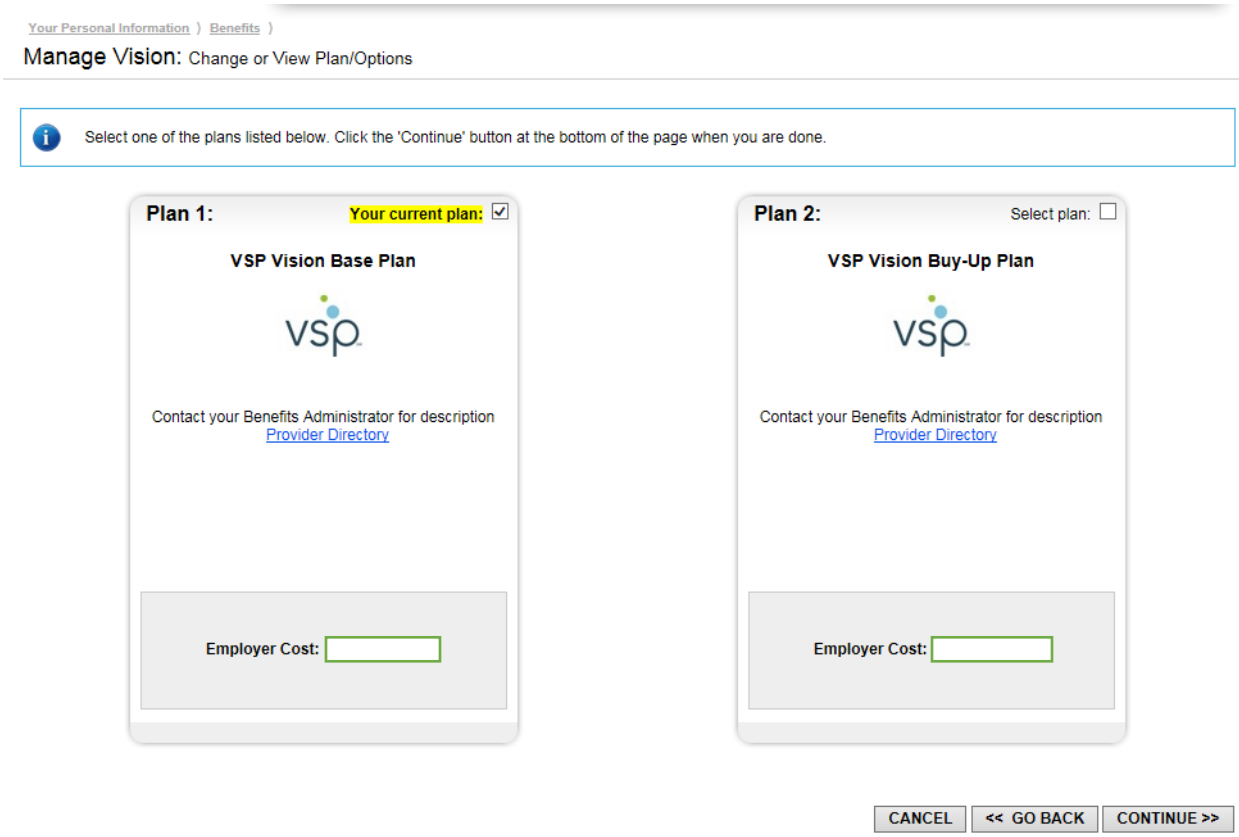
Choose **"Change or View Plan/Options"** to make an open enrollment change, or click **"Decline Benefit"** if you do not wish to receive the vision benefit:



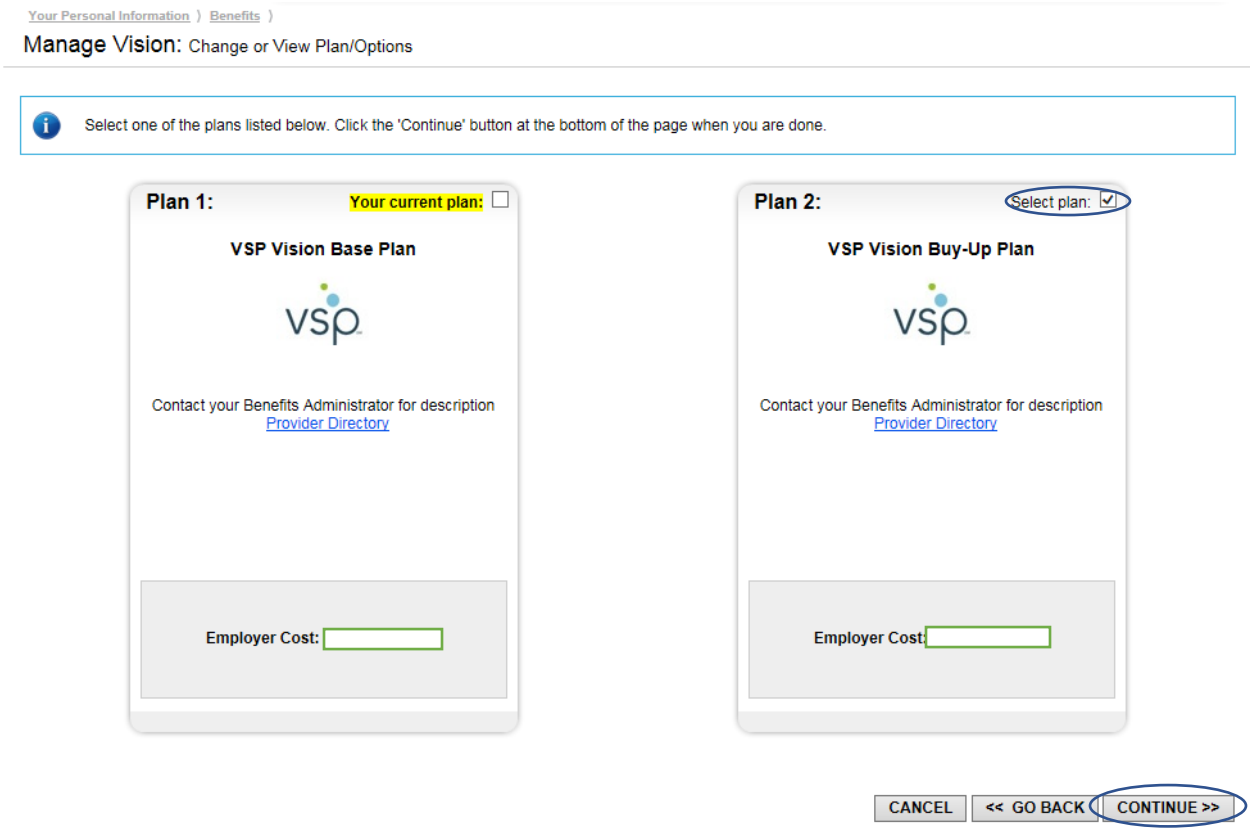
Please refer to the **CHOOSING A SPOUSE AND/OR DEPENDENT(S) TO ENROLL** section on page 13 for more information on updating or removing a spouse and/or dependent from your vision plan.

SWITCHING BETWEEN VISION PLANS

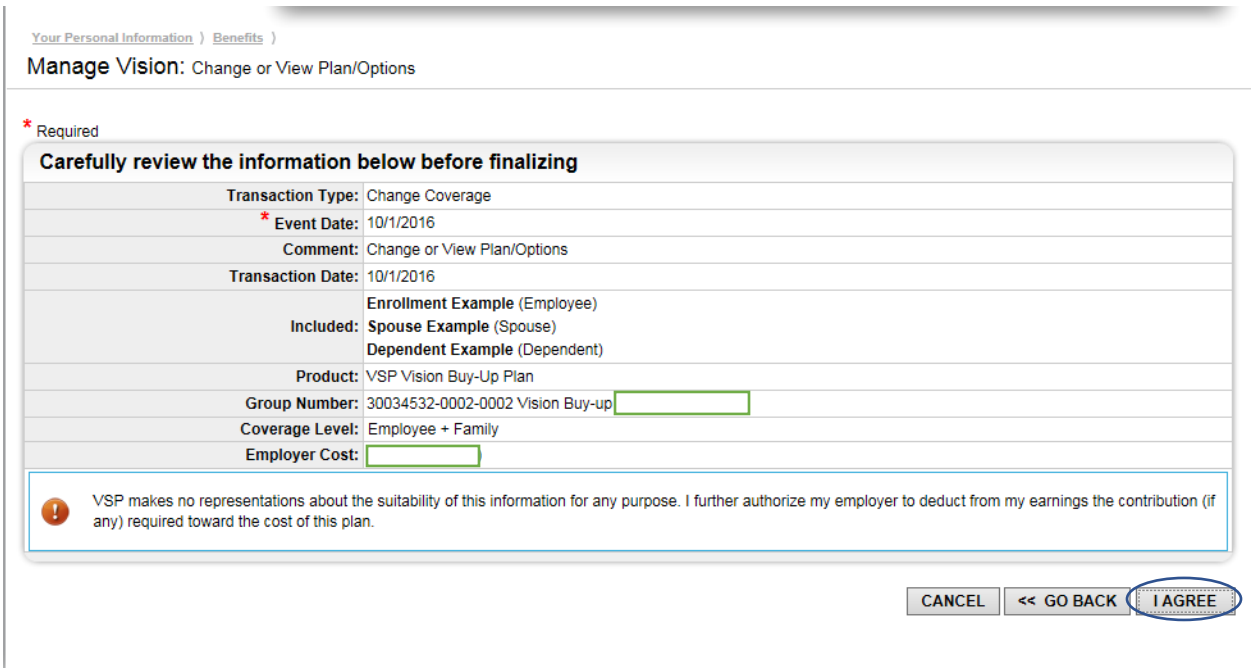
After updating your spouse/dependent(s), you will be taken to the following screen:



The plan you are currently enrolled in will be highlighted and checked **"Your current plan."** For example, to switch from the **"VSP Vision Base Plan"** to the **"VSP Vision Buy-Up Plan"**, click the box to the right of **"Select plan":**



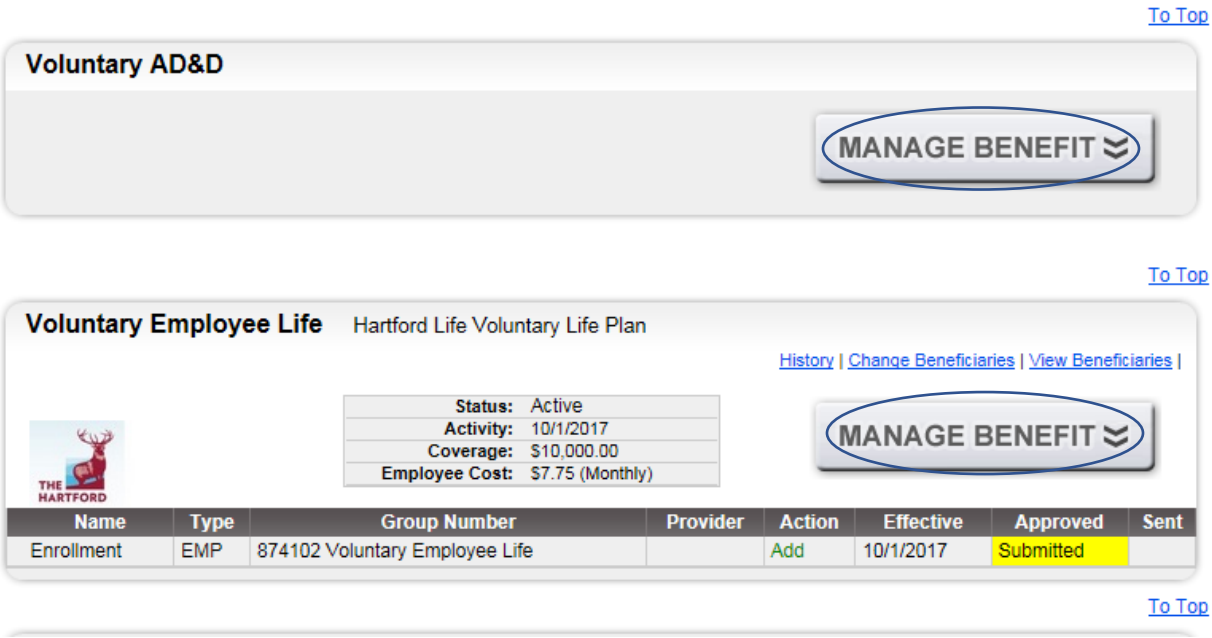
If you do not wish to make an open enrollment change and stick with your current plan, leave the box checked on **"Your current plan."** After you have made your plan selection, click **"CONTINUE >>"** to proceed with the enrollment. You will be taken to the following screen:



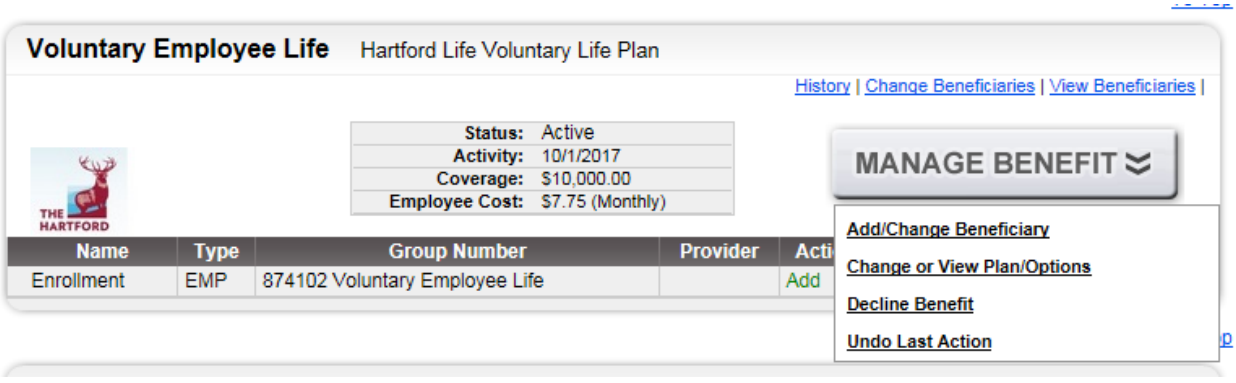
Click **"I AGREE"** to proceed. Please refer to the **"REVIEWING YOUR ENROLLMENT"** on page 16 for more information on correcting errors in enrollment.

ENROLLING IN A VOLUNTARY LIFE AND/OR AD&D BENEFIT

To make an open enrollment change to your Voluntary Life and/or AD&D benefit through The Hartford, please click the **"MANAGE BENEFIT"** under the **"Voluntary Employee Life"** block and/or **"Voluntary AD&D"**:

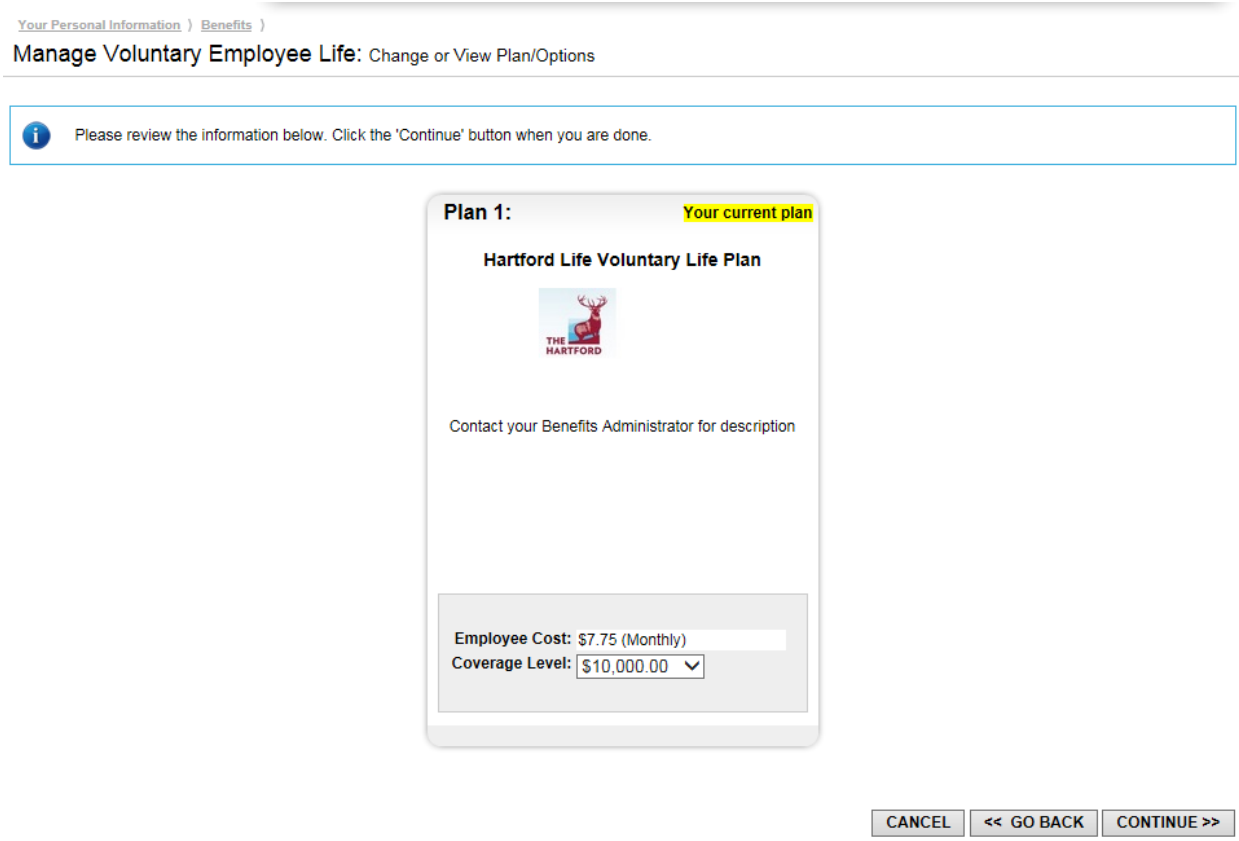


Choose **"Change or View Plan/Options"** to make an open enrollment change, or click **"Decline Benefit"** if you do not wish to receive the Voluntary AD&D benefit:



CHANGING THE VOLUME OF VOLUNTARY LIFE AND/OR AD&D PLANS

After choosing **"Change or View Plan/Options"** you will be taken to the following screen:



Please select the appropriate **"Coverage Level"** (benefit amount) for you.

The appropriate tenthly deduction will be displayed in the **"Employee Cost"** and will be deducted from your paycheck. Please contact your District's Benefits Administrator for any additional questions regarding the plan.

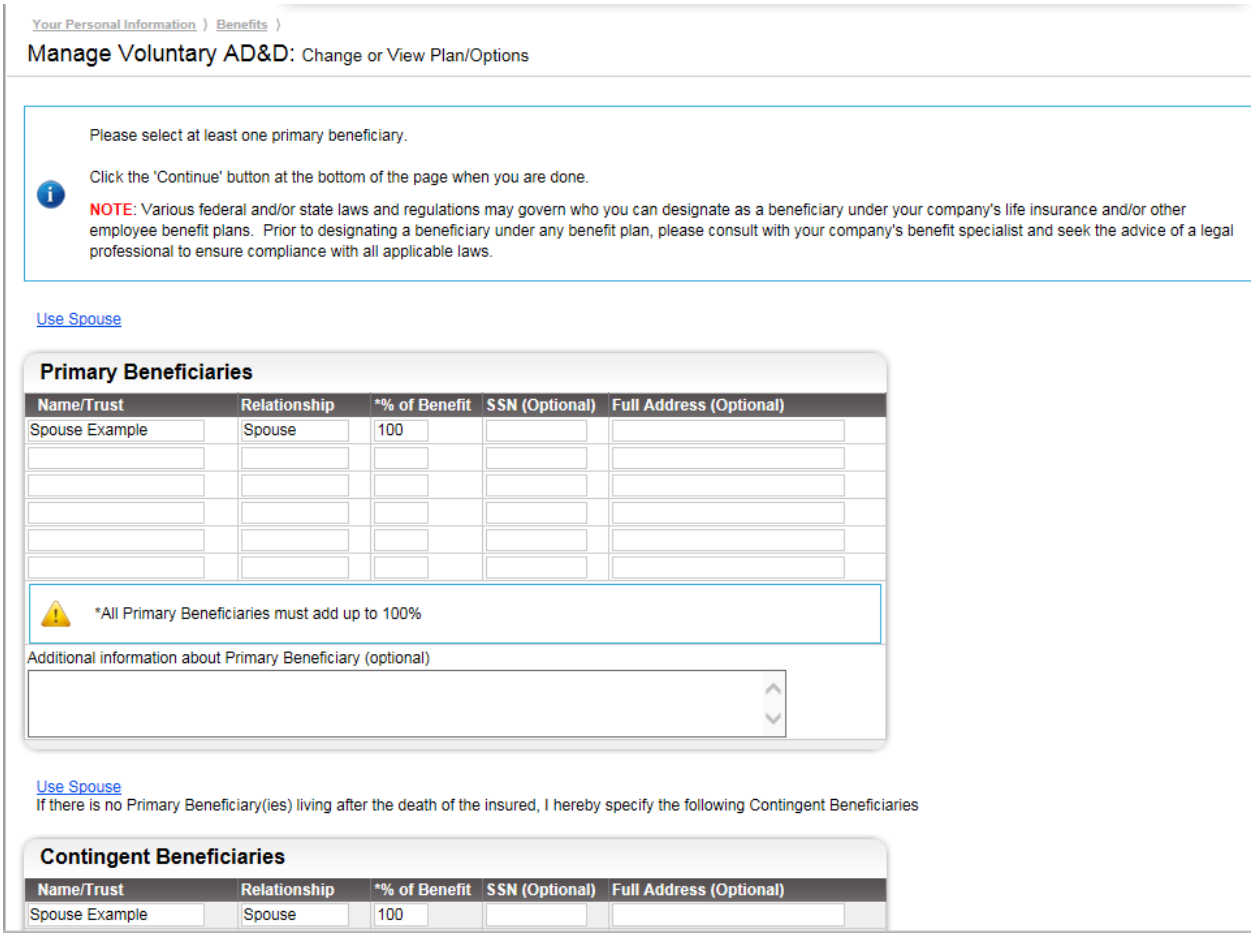
Please note, if you opt for a volume above $100,000 for Voluntary Employee Life, or $50,000 for Voluntary Spouse Life, you will have to complete an Evidence of Insurability (EOI). The EOI will be issued directly to you from The Hartford.

If you do not wish to make an open enrollment change and stick with your current plan, leave the box checked on **"Your current plan."**

After you have made your plan selection, click **"CONTINUE >>"** to proceed with the enrollment.

CHOOSING OR CHANGING YOUR BENEFICIARIES

After selecting your appropriate plan, you will be taken to the following screen:



A Primary Beneficiary is the person (or more than one person) or legal entity (more than one entity) who receives a benefit payment if you die while covered by the plans. A contingent beneficiary would receive your benefit if your primary beneficiary dies first.

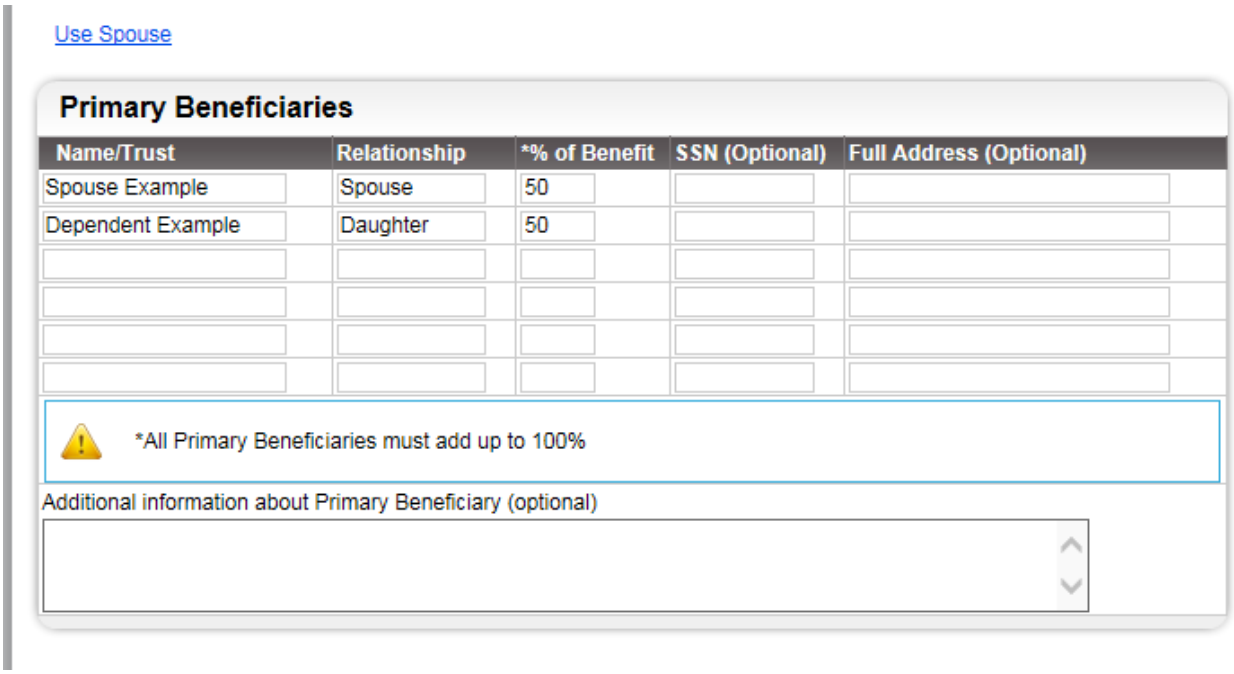
To update your Primary or Contingent Beneficiaries, please type in the appropriate fields, **"Name/Trust"**, **"Relationship"**, **"% of Benefit"**, **"SSN (Optional)"** and **"Full Address (Optional)**." If you wish to use your spouse, simply click **"Use Spouse"** and the information will be automatically filled.

If you do not wish to update beneficiaries, leave this information blank and click **"CONTINUE >>"** to proceed to the next page. Please refer to your District contact for more information.

CHOOSING MULTIPLE PRIMARY OR CONTINGENT BENEFICIARIES

If you wish to select multiple Primary or Contingent Beneficiaries, please type in the appropriate fields. Please ensure the **"% of Benefit"** totals to 100%.

For example, if you wanted to add the spouse and dependent at 50% each, the information would be typed as follows:

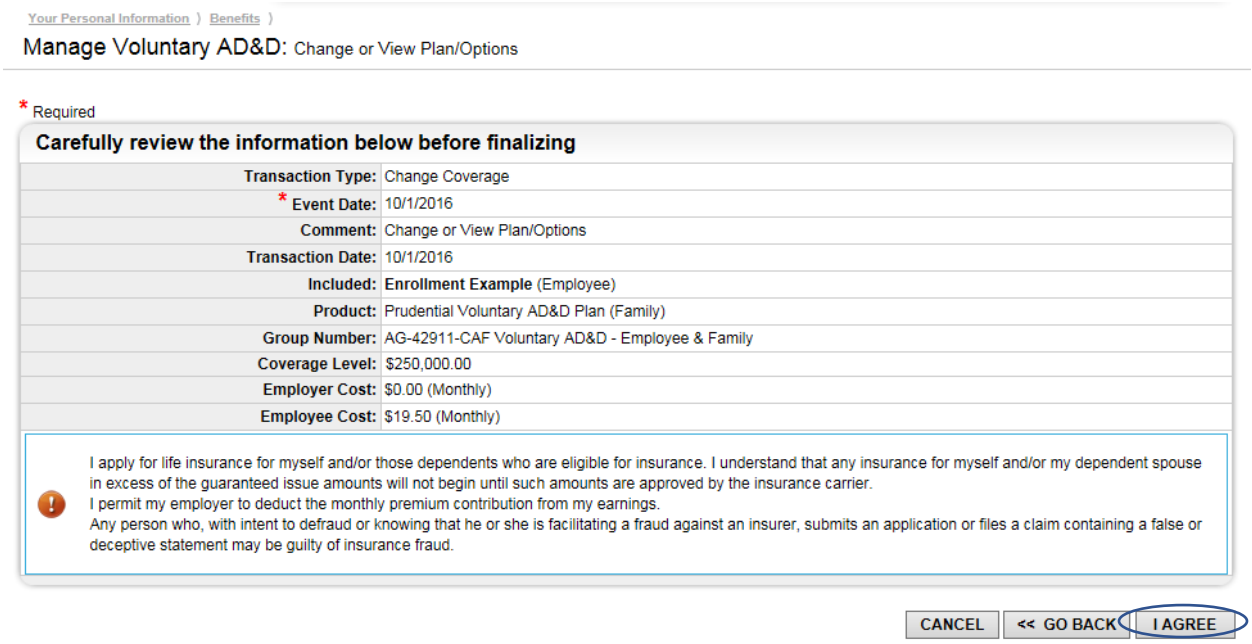


Please repeat the same process for Contingent Beneficiaries.

If you do not wish to update Contingent Beneficiaries, leave this information blank and click **"CONTINUE >>"** to proceed to the next page.

REVIEWING YOUR ENROLLMENT

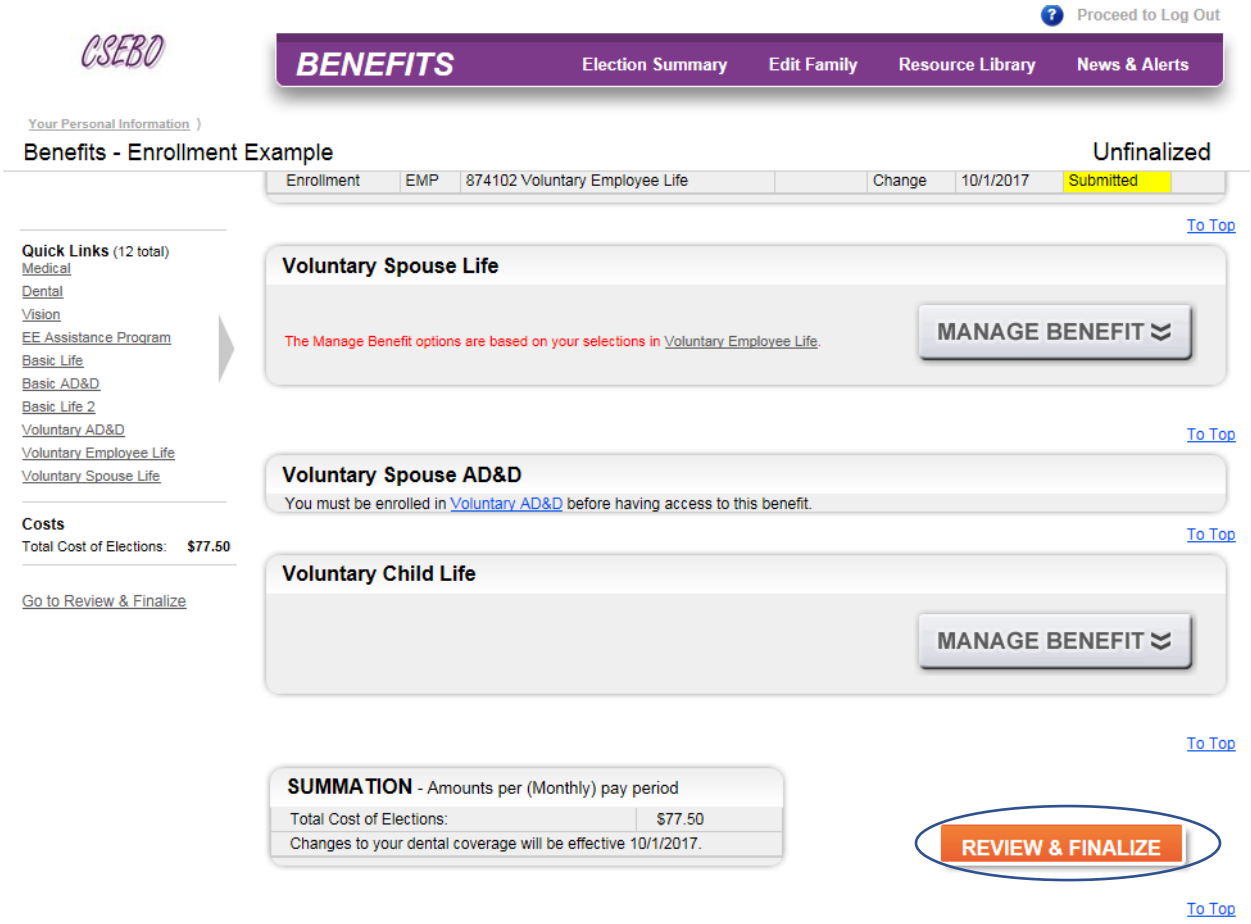
After selecting your plans/beneficiary(ies), you will be taken to the following screen to review your enrollment:



Please click **"I AGREE"** to proceed. Please refer to the **"REVIEWING YOUR ENROLLMENT"** on page 16 for more information on correcting errors in enrollment.

FINALIZING YOUR ENROLLMENT

After reviewing your enrollment, scroll down to the bottom of the **"Benefits"** page and select **"REVIEW & FINALIZE"**:



You will then be taken to the **"Review Your Benefit Elections"** page. After reviewing the information, please click **"AGREE TO ABOVE AND FINALIZE MY SELECTIONS"**:

(NOT FINALIZED)

Election Summary

Employee: Example, Enrollment
Address: 1234 Main Street
Camarillo, CA 93012

SSN:
Birth Date:
Status:

Benefits as of: 10/1/2016

Plan Elections
Amounts shown are per (Monthly) pay period

Benefit Category	Plan Description	Coverage
Medical	Anthem Blue Cross HSA 709 Plan	Employee + Fam
Medical 2	**Will be declined if finalized**	Declined
Dental	Delta Dental PPO Plan	Employee + Fam
Dental 2	**Will be declined if finalized**	Declined
Vision	VSP Vision Buy-Up Plan	Employee + Fam
EE Assistance Program	Optum Employee Assistance Program	N/A
Voluntary AD&D	Prudential Voluntary AD&D Plan (Family)	$250,000.00
Supplemental Life	**Will be declined if finalized**	Declined

Summation
Amounts shown are per (Monthly) pay period

Total out of pocket expense: $19.50

Family Members

Name	Relation	SSN	Birth Date	Medical
Spouse Example	Spouse	333-33-3322	1/1/1950	Y
Dependent Example	Dependent	333-33-3344	1/1/2000	Y

Primary Beneficiaries

Benefit	Name	Relationship	%
Voluntary AD&D	Spouse Example	Spouse	50
Voluntary AD&D	Dependent Example	Daughter	50

Contingent Beneficiaries

Benefit	Name	Relationship	%
Voluntary AD&D	Spouse Example	Spouse	100

I hereby certify that all the information entered is true and correct to the best of my knowledge. VCCCD reserves the right to rescind coverage should the information prove to be incomplete or inaccurate. I understand th
currently declined or terminated benefits until the next open enrollment period, except for specified "Qualified Family Status Changes". I understand that I must notify my employer within 30 days if I experience a qualifyir

8/2/2016 6:14:14 PM

RETURN TO MY BENEFITS | LOG OUT | AGREE TO ABOVE AND FINALIZE MY SELECTIONS

You will then be taken to the **"Print Your Benefit Elections"** page:

Print Your Benefit Elections

Your elections have been finalized.

A printable summary of your elections is shown below.

RETURN TO MY BENEFITS | PRINT ELECTION SUMMARY | LOG OUT

Election Summary

Employee: Example, Enrollment
Address: 1234 Main Street
Camarillo, CA 93012

SSN:
Birth Date:
Status:

Benefits as of: 10/1/2016

Plan Elections
Amounts shown are per (Monthly) pay period

Benefit Category	Plan Description	Coverage
Medical	Anthem Blue Cross HSA 709 Plan	Employee + Famil
Medical 2	Declined	Declined
Dental	Delta Dental PPO Plan	Employee + Famil
Dental 2	Declined	Declined
Vision	VSP Vision Buy-Up Plan	Employee + Famil
EE Assistance Program	Optum Employee Assistance Program	N/A
Voluntary AD&D	Prudential Voluntary AD&D Plan (Family)	$250,000.00
Supplemental Life	Declined	Declined

Summation
Amounts shown are per (Monthly) pay period

Total out of pocket expense: $19.50

Family Members

Name	Relation	SSN	Birth Date	Medical
Spouse Example	Spouse	333-33-3322	1/1/1950	Y
Dependent Example	Dependent	333-33-3344	1/1/2000	Y

Primary Beneficiaries

Benefit	Name	Relationship	%
Voluntary AD&D	Spouse Example	Spouse	50
Voluntary AD&D	Dependent Example	Daughter	50

Contingent Beneficiaries

Benefit	Name	Relationship	%
Voluntary AD&D	Spouse Example	Spouse	100

I hereby certify that all the information entered is true and correct to the best of my knowledge. VCCCD reserves the right to rescind coverage should the information prove to be incomplete or inaccurate. I understand tha
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CSEBO

Your open enrollment elections are now finalized. Any changes made will be reviewed by your District administrator. Please select **"PRINT ELECTION SUMMARY"** to keep for your records. Please **"LOG OUT"** to complete.

EDITING ENROLLMENTS BEFORE FINALIZING

If you need to make additional changes, please click **"RETURN TO MY BENEFITS"** to return to the **"Benefits"** page.

If you need additional changes and do not wish to finalize your elections, please click **"LOG OUT"** and you can make additional changes before open enrollment closes.