

Retiree Open Enrollment for 2005

Quick reference guide to enrolling online

<http://atyourservice.ucop.edu>

You can find everything you need to complete Open Enrollment online at UC's Human Resources and Benefits website, At Your Service (<http://atyourservice.ucop.edu>).

Gathering Information

- Click on "Open Enrollment for 2005" on the right side of the page.
- On the "Welcome to Open Enrollment" page, select "California Retirees" or "LANL Retirees" (for Los Alamos Retirees).

You'll find information to help you make choices that are right for you, including links to plan websites, drug formularies, and participating doctors.

- When you're ready to enroll, click on "I'm ready to enroll now" (at the bottom of every page).

Signing in to Your Benefits Online

Before you can make any changes, you will need to sign in on our secure website "Your Benefits Online."

- Enter your Social Security number or Username and UC password, and then select "Logon."

If you have been using your 4-digit UC PIN, you will be asked to replace it with a new, 6–12 character password. This password enables you to access secure areas of the website.

- If you are a first-time user, you should enter your Social Security number and 0000 (four zeros). You will be guided through the password-selection process, including a screen to authorize your use of the site, the selection of a security word for added protection, and a request for your personal email address for confirmation notices.

Your 2005 Enrollments

- On the Main Menu, select "Open Enrollment for 2005." You will see "Your 2005 Enrollments."
- Use the white buttons in the left column to navigate through your Open Enrollment choices.

The screenshot shows the "Your 2005 Enrollments" page. The user is John Doe. The page displays the following information:

Your 2005 Enrollments

John Doe
Welcome to Retiree Open Enrollment

Your Open Enrollment choices for 2005 are listed below.
Your medical premium for 2005 does reflect graduated eligibility.
You and/or your family members are enrolled in Medicare.

Instructions:

- Click on the navigation buttons on the left to move between choices.
- When you are comfortable with your enrollments, click on Review and Confirm.
- Review your enrollments and either confirm, go back and make more changes, or exit.
- For more help, click [here](#).

Open Enrollment Plans

Plan	Enrollment	Coverage	Your Monthly Cost
Medical	PacificCare Secure Horizons of CA	Self + Adult	\$173.02
Dental	Delta Dental	Self + Adult	\$12.73
Legal	Not Enrolled		

Family Member Enrollment Status

#	Name	Relationship	Sex	Date of Birth	Medical	Dental	Legal	Medicare
1	Jane Doe	Spouse	Female	05/07/1956	✓	✓		No

Family Member Changes

- **To add a new eligible family member:** Click on the “Family Member” button, complete the information requested, and then click the “Add” button. You should add new eligible family members before making changes to your medical, dental or legal plans.
- **To change coverage for a family member displayed on the Family Members page:** Click on the box for your family member under the plan you wish to change. A check mark indicates the family member is enrolled, and a blank box indicates the family member is not enrolled. You can also change coverage for a family member on the medical, dental or legal plan page.

Plan Changes

- To enroll or make a plan change in medical, dental or legal: Select the button for the appropriate plan you want to enroll in or change and complete the online form.
- For certain plans, you will need to name a Primary Care Physician.
- If you want to make changes to another plan, use the white buttons in the left column.

When You Are Finished Making Changes

When you are finished, select the “Review and Confirm” button to see all of the changes you’ve made. If you want to make more changes, use the buttons in the left column. If you are satisfied with the changes, select “Confirm.” If you haven’t made any changes, it is not necessary to select “Confirm.” You may simply log off or return to the main menu.

Confirmation Statements

If you have designated a personal email address, your confirmation will be emailed to you. In addition, a duplicate confirmation will be sent to your home address of record. Review your confirmation. If you have enrolled in or disenrolled from a Medicare Advantage plan, be sure to mail the enrollment or disenrollment form (included with your confirmation sent to your home) by December 10, 2004.

Deadline for Online Changes is Midnight, November 30

If you choose to enroll by paper form instead of online: Be sure to mail the enclosed postcard as soon as possible so that a form can be sent to you. Forms must be received by UC HR/Benefits by 5:00 pm on November 30 in order to be processed. We cannot guarantee you will receive a new ID card by January 1, 2005, if you submit changes by using a paper enrollment form.



University of California
Human Resources and Benefits
PO Box 24570
Oakland, CA 94623-1570

