

How to Enroll Online (Quick Guide)

Getting Started

Before you start the online enrollment process, please know your City of Riverside 5 digit employee ID number and your password. If you do not know your password, you can click on the "I forgot my password" link available on the login screen and receive a temporary password via email or call the Information Technology Help Desk at 826-5508, Monday thru Friday 8:00 a.m. to 5:00 p.m. to have your password reset. Also, have the Benefits enrollment worksheet completed with all necessary information.

Go to <http://www.riversideca.gov/> Click on "Online Services" then click on Employee Online. You will be prompted to log in using your 5 digit Employee ID number and password.

Step 1

Dependent Information - Add, update or verify dependent information. Add a new dependent profile, update an existing dependent record or verify existing dependent information in the "Dependent Information" screen. You must proceed to Step 2 – Benefits Selection to add/drop new and existing dependents to/from your health and/or dental plans.

Step 2

Benefit Selection View and select your benefit coverage for the 2014 plan year in the Open Enrollment Benefit Selection screen.

- **Make changes to your health and/or dental plans** - You may switch to another health and/or dental plan or waive your health coverage by participating in the health opt-out option (available for eligible employees).
- **Add/drop eligible dependents** - New or existing dependents must be associated to your health and/or dental plan by placing a check mark next to their name. If you wish to drop an existing dependent, you must un-check the box next to their name.
- **Enroll in the Health opt-out (available for eligible employees) program or Medical Decline** – Employees who will continue to opt-out of health coverage must renew their participation by re-electing this option.
- **Enroll in a Flexible Spending Account** - Enrollment is optional and must be renewed every calendar year. Please designate an annual contribution amount if you wish to participate during 2014.
- **Enroll in or cancel Long Term Disability (LTD)** - Eligible employees may participate in LTD; an option to enroll will be available to those employees under the Benefit Election screen.
- **Enroll, cancel or change your Additional Life Insurance** – New applications and changes to an existing policy are accepted online via The Standard's website. The link is provided under "Add'l Life Ins." Screen.

Step 3

Open Enrollment Confirmation - Verify your Open Enrollment selections.

Please carefully verify and print your open enrollment confirmation statement before exiting the Employee Online system. If you submit a request and later want to make a change, simply go back to the Benefits Selection screen and modify your election by clicking on the benefit and selecting the "delete this request" option, you will then be able to submit a new request. Remember to submit any necessary documentation to Human Resources by 5:00 p.m. on November 22nd, 2013.

If you have any questions or concerns, please contact the Human Resources Department, Benefits team via email at citybenefits@riversideca.gov or contact us at (951) 826-5639.

Benefits Enrollment Worksheet

HEALTH PLANS	
BC HMO Preferred (High)	<input type="checkbox"/>
BC HMO Standard (Midway)	<input type="checkbox"/>
BC HMO Value (Low)	<input type="checkbox"/>
BC PPO	<input type="checkbox"/>
Kaiser Preferred (High)	<input type="checkbox"/>
Kaiser Standard (Midway)	<input type="checkbox"/>
Kaiser Value (Low)	<input type="checkbox"/>
Health Opt-Out	<input type="checkbox"/>
Medical Decline (RPAA/Refuse)	<input type="checkbox"/>

DENTAL PLANS	
DeltaCare DHMO	<input type="checkbox"/>
Delta Dental (DPO)	<input type="checkbox"/>
Local Advantage Dental	<input type="checkbox"/>
Dental Decline	<input type="checkbox"/>

Important Taxation Information

Per the IRS, the amount paid towards covering any eligible dependents is automatically paid on a pre-tax basis if the dependent meets the definition of a "tax-qualified" dependent. Your spouse and children automatically qualify as "tax-qualified" dependents. Domestic partners and their children must meet the definition of a "tax qualified" dependent as defined in IRC Section 152; otherwise premiums must be paid on an after-tax basis for these dependents.

Dependent Data Enrollment Information								
LAST NAME	FIRST NAME	MI	GENDER	DOB	RELATIONSHIP	SSN	HEALTH	DENTAL
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

NOTE: If you are adding a dependent, please review the City's health and dental policies which are V-9 & V-10 located online within the Human Resources Personnel Policy & Procedures Manual for dependent documentation requirements. ALL required documentation must be submitted to the HR Department no later than November 22, 2013. Please write your 5 digit employee ID number on each applicable document.

Flexible Spending Account (FSA) Information

(you must enroll each year to participate)

Annual amount to contribute to the Health Care Spending Account	\$
Annual amount to contribute to Dependent Care Spending Account	\$
<i>(Annual amounts are pro-rated over the entire year (24 per pay period) and deducted in equal amounts from your paycheck. A \$3.00 per pay period administrative fee is assessed.)</i>	

Open Enrollment Checklist

- Your 5 digit Employee ID Number and password
- Names, social security numbers, and birth dates of benefit eligible dependents
- Plan Choices for Health, Dental, and Flexible Spending Accounts (FSA)
- Changes to Deferred Compensation can be done anytime throughout the year
- Submit any required documentation to the HR Department no later than **November 22nd, 2013** for dependents added during open enrollment. Fax to 951-826-2421 or email to citybenefits@riversideca.gov
- Other Additional Coverage: Additional Life Insurance and Long Term Disability

You are now ready to enroll online!