

OPEN ENROLLMENT SELF SERVICE GUIDE

- 1) Open the intranet
- 2) Under Quick Links click on Oracle Website
- 3) Log into Oracle
- 4) Any Issues with Passwords please contact the HACLA help Desk at (800) 393-1057

CURRENT HEALTH BENEFITS

- 1) From your personalized Oracle page in HACLA Self Service Time
- 2) Click on Benefits then click on next to view current selections
- 3) Click on Update Benefits button to continue.
- 4) Scroll down to the first section Medical Insurance
- 5) Included in the 2012 Open enrollment booklet are a 2012 CalPERS Health Benefit Summary booklet and a PEBT benefit comparison.

MEDICAL INSURANCE

- 1) Review the Medical Insurance section and either change your medical plan; add/delete dependents by checking the appropriate box. If no changes are needed, scroll down to the next section.

NOTE: Submit the appropriate forms when adding or deleting dependents. New enrollments or the addition of a new dependent must be accompanied by a social security number, Marriage Certificate, Birth Certificate and the date of birth.

Below are links to our current providers to assist in finding a Primary Care Physicians and facilities associated to each Network.

Blue Shield of California

<https://www.blueshieldca.com/fap/app/search.html>,

Kaiser Permanente

<http://my.kaiserpermanente.org/ca/calpers/>

CalPERS Anthem Blue Cross PPO plans Choice, Select and Care

<http://www.anthem.com/ca/calpers/>

PORAC (POLICE OFFICERS ONLY)

<http://www.porac.org/iandb/>

United Health Care (Pacific Care HMO)

<https://www.uhcwest.com/>

Kaiser Permanente

<https://www.kaiserpermanente.org/>

Health Net and Health Net Salud

<https://www.healthnet.com/portal/providerSearch.do>

DENTAL INSURANCE

1) Review the Dental Insurance section and either change your dental plan; add/delete dependents by checking the appropriate box. If no changes are needed, scroll down to the next section.

NOTE:

You can visit WWW.Metlife.com to search for participating Dentist and facilities in each plan.

Click find a dentist>click Dental HMO>Enter desired zip code of interested facility>Click Go

Plan Name drop down enter desired plan (SGX 100 or SGX185)> change the miles to 5 miles>search

It's Important when making changes to your dental plan to submit the appropriate forms to Human Resources.

VOLUNTARY LIFE

1) Review the Voluntary Life Insurance section. You can increase, decrease or add new coverage's by checking on the appropriate box. If you don't wish to make any Voluntary Life changes then scroll down to the next section

NOTE: Current participants can request coverage up to \$190,000 with no evidence of insurability. For requests over \$190,000 up to \$500,000 or 5X their annual salary will require an application and evidence of insurability form to be accompanying the request. All new requested coverage' will need an enrollment form and an Evidence of Insurability form. Please forward all Request to Human Resources. Keep your beneficiaries updated.

FLEXIBLE SPENDING ACCOUNT

1) Review the Health Care/Dependent Care Flexible Spending account section and enroll or re-enroll for 2012 by entering the an amount in the designated box. The amount entered will be a biweekly contribution.

Click on NEXT,

This brings you to the covered dependent section.

Click NEXT,

This brings you to the Update beneficiaries section.

Click NEXT,

This brings you to the confirmation statement.

REVIEW all your current changes and click FINISH to update your profile. Print your confirmation statement as proof of changes. "You are finished"

REMINDERS

Enrollments or changes for AFLAC Voluntary Supplemental coverage's, United Health Care Spectera vision plan and New York Whole Life Insurance should be done directly with a Representative.

If needed update your permanent address and update all your beneficiaries.