

# Open Enrollment Shaker Heights Schools

**Dates: October 30th - November 17th, 2017**

## **Open enrollment is coming soon!**

**Open Enrollment is the time for you to review your benefit elections and either enroll in or make changes to your medical, prescription drug, or dental coverage.** You can add or delete coverage for yourself or your eligible dependents.

**IMPORTANT:** If you are not changing any of your benefit elections, you are not required to take action and your current benefit elections will carry forward for the 2018 plan year. **PLEASE NOTE: if you are enrolled in the Health Care or Dependent Care FSA, you are REQUIRED to take action to re-enroll in the FSA benefit for the 2018 plan year.** If you do wish to enroll in or make changes for medical, Rx drug or dental benefits, OR re-enroll in the FSA, please see the enrollment instructions below.

**If you do not re-enroll in the FSA, your FSA election will NOT rollover to 2018.**

This year, there are two simple options:

(1) Self-Enroll Online, or (2) Call the SMBO Call Center to speak with an enrollment specialist.

## Two Ways To Enroll/Make Benefit Changes

### 1 - Self-Enroll Online

- Review your open enrollment benefit materials
- Go to [www.shakerbenefits.com](http://www.shakerbenefits.com)
- Click "Enroll Online"
- Log into the Enrollment Software (*Instructions Below*)
- Complete your benefit elections

#### **Employee Number (Login):**

Use the initials of your first and last name + the last four digits of your social security number.

*Example: Name - John Smith | SSN - 555-55-5874*

*Your "Employee Number" is js5874*

#### **Personal ID Number (PIN):**

Use the Last four digits of SSN + the last two digits of your birth year.

*Example: SSN 555-55-5874 | DOB: 09-01-1963*

*Your PIN is 587463*

### 2 - Enroll Over The Phone

- Review your open enrollment benefit materials
- When ready to enroll or confirm your benefits, be in front of a computer if possible. *It is not necessary to have a computer for enrollment over the phone, but it's helpful.*
- Call the SMBO Benefits Call Center to enroll.
- An Enrollment Specialist will assist you by phone.

**877-282-0808**

8:00am-5:00pm EST

October 30th - November 17th, 2017

### **IMPORTANT:**

- Information about the transition of the health plan from Anthem/ESI to MMO/ESI will be provided separately.
- The FSA fee is \$2.70 per pay, in addition to your FSA Contribution.
- If you are newly enrolling your spouse in medical coverage, the Shaker spousal COB rule applies. You will be required to complete a spousal certification form, which you can obtain from Human Resources.
- Outside of open enrollment, you are permitted to make benefit changes **ONLY** if you have a qualifying life event.
- If you have any questions, please contact Shaker's Human Resources Department or contact the SMBO Call Center.

