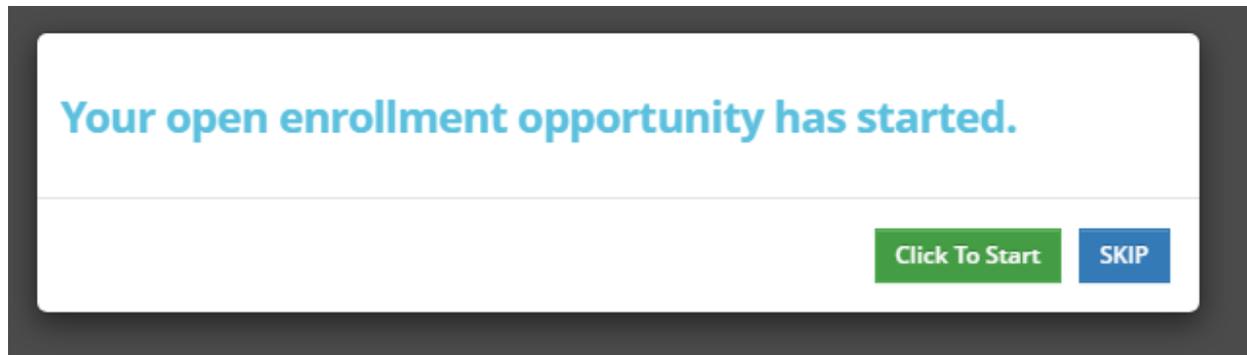


## OnCore Open Enrollment Instructions

When you log in, a pop-up will appear on the screen. Click on the Green button to begin.



A screen with instructions will appear. Read the instructions and click on the **Start** button in the upper right hand corner.

Open Enrollment ( Opportunity Period 01/07/2021 to 01/09/2021 ) Benefit Statement

Instructions Current/Proposed Enrollment(s) Dependent(s) Health & Account(s) Life Disability Other Finalize

Close x

### Instructions

Welcome to Open Enrollment. Here are a few helpful reminders before you get started!

- Open Enrollment can be returned to as many times as needed before the closing date. If changes are made, the most recent elections will be locked in at that time.
- The video on this page is a tutorial of the enrollment process.
- The next page, titled "Current/Proposed Enrollment(s)" provides an overview of current elections as well as modifications/continued elections if no changes are made.
  - If you do not wish to make any changes from what's shown on this page, click on the "Finalize Elections" button to skip ahead to the "Finalize" page without navigating through each benefit category.
- Moving on to "Dependent(s)" will provide a list of dependents who are currently in the system as well as the opportunity to add additional dependents.
- Navigating through the remaining pages will allow for individual exploration into each benefit offering. Once you have completed an election, the checkmark in the upper left-hand corner of the box will appear in green.
- The "Finalize" page allows for the opportunity to review all elections made and produce an Open Enrollment Statement.
- Use the "Save Election" button to confirm that you've completed the enrollment process.

WATCH THE VIDEO

The next page will show you your **Current Enrollments** and your **Recommended or Elected Enrollments**. Click **Next** to start the enrollment process.

Open Enrollment ( Opportunity Period 01/07/2021 to 01/09/2021 ) Finalize Elections Benefit Statement

Instructions **Current/Proposed Enrollment(s)** Dependent(s) Health & Account(s) Life Disability Other Finalize

[< Back](#) [Next >](#)

Benefit Group	Benefit Type	Current Enrollments	OE Enrollments (Recommended/Elected)
	Health Care FSA	Coverage Waived...!	No coverage elected yet. You will be able to make elections under this benefit type in further steps of this enrollment flow. If you do not take any action in this benefit type, the system will consider it as waived.
	Dependent Care FSA	Coverage Waived...!	No coverage elected yet. You will be able to make elections under this benefit type in further steps of this enrollment flow. If you do not take any action in this benefit type, the system will consider it as waived.

On the Dependents page, click on the blue **Add New Dependent** button to add dependent information. If no dependents need to be added, click **Next**.

Open Enrollment ( Opportunity Period 01/07/2021 to 01/09/2021 ) Benefit Statement

Instructions **Current/Proposed Enrollment(s)** **Dependent(s)** Health & Account(s) Life Disability Other Finalize

[+ Add New Dependent](#) [< Back](#) [Next >](#)

Showing 1 of 1 entries

S.No.	Dependent Code	First Name	Middle Name	Last Name	Relation	Date of Birth
1	D427000487	Test	<i>Not Specified</i>	Jacob	Spouse	01/08/1987

10 Per Page | « < | Page 1 of 1 | > » | | Displaying 1 to 1 of 1 item(s)

In Health & Accounts, you will see the current coverage you have listed in each box. Click on the dark blue **Review Options** button in the upper right hand corner of each box to select or confirm your specific plan.

Open Enrollment ( Opportunity Period 01/07/2021 to 01/09/2021 ) Benefit Statement

Instructions   Current/Proposed Enrollment(s)   Dependent(s)   Health & Account(s)   Life   Disability   Other   Finalize

< Back   Next >

Auto Generated   
  Elected by you   
  Waived by you

**Medical** Review Options

**No coverage elected yet**

You may click on the Review Options button to review your options. If you do not make an election, the system will consider it waived.

**Dental** Review Options

**No coverage elected yet**

You may click on the Review Options button to review your options. If you do not make an election, the system will consider it waived.

**Vision** Review Options

**No coverage elected yet**

You may click on the Review Options button to review your options. If you do not make an election, the system will consider it waived.

**Health Care FSA** Review Options

**No coverage elected yet**

You may click on the Review Options button to review your options. If you do not make an election, the system will consider it waived.

**Dependent Care FSA** Review Options

**No coverage elected yet**

You may click on the Review Options button to review your options. If you do not make an election, the system will consider it waived.

When you click on **Review Options** for one of the boxes, you will be given the opportunity to elect a plan. Click on the **Elect This Plan** button to select a plan.

Open Enrollment ( Opportunity Period 01/07/2021 to 01/09/2021 ) Benefit Statement

Instructions   Current/Proposed Enrollment(s)   Dependent(s)   Health & Account(s)   Life   Disability   Other   Finalize

< Back

Effective Date: 03/01/2021

If you wish to change your enrollment status for one or more of these plans, select the desired Enrollment Category and select the dependent(s) you wish to cover (if applicable). If you wish to terminate coverage for yourself and your dependent(s), select the 'Waive Coverage' option. You must enter an effective date for the requested change.

- Each covered member must elect a Primary Care Physician (PCP) that will be responsible for your care. Please be sure to include the Medical Group Number (MGN) of the selected PCP each member selected in the OnCore system.

	Anthem Classic HMO 30/...	Anthem Value Ded HMO	Anthem HSA
	Elect This Plan	Elect This Plan	Elect This Plan
Provider	Anthem	Anthem	Anthem
Summary of Benefits	View	View	View
Annual Deductible	None	\$250/person for In-Network Providers.	In Network Providers:\$2,000/individual \$2,800/member \$4,000/family Out of Network Providers: \$6,000/Individual

When you select a plan, a pop-up will appear asking you to select which dependents you would like to enroll in the plan. If you do not have any dependents, click the **Enroll** button. If you need to select dependents, please checkmark which dependents you would like to enroll, and then click the **Enroll** button. Click the gray **Back** button in the upper right hand corner to return to the previous page to continue selecting your coverage.

If you forgot to add dependents on the previous page with the **Add New Dependent** button, you can click **Back** to return to the page and add dependent information.

Elect Plan : Anthem Classic HMO 30/50/... **Medical**

Please Select the family members, whom you wish to enroll in above plan.

Based on your selection, below is your anticipated cost. You may add/remove family members to see the impact.

Employee & Spouse	
\$305.88 Employee Share	\$482.14 Employer Share

Test Rodney  
Date of Birth: 11/02/1985  
Relationship: SELF  
Date Of Hire: 12/01/2020

Test Macy   
Date of Birth: 01/08/1987  
Relationship: Spouse  
Date of Marriage: 01/09/2008

\*If you are not able to elect any dependent then that dependent is not eligible as per plan configuration.

When electing medical, a pop-up will appear to inform you on how to enter your Primary Care Physician Code (PCP Code) into OnCore and how to find your specific doctor's code on the Anthem website. If you have already done this last year there is no need to do it again, click **Enroll** to continue.

PCP ID required ✕

You have selected to enroll in an HMO and you must select a PCP or you will be auto-assigned. Please note that if you are auto-assigned, you will be able to update your PCP at any time once your enrollment is complete.

**How to enter your PCP info:**

On employee's dashboard under "Quick Links"

Click on "Update Personal Details"

Once on Personal Details, on top-right corner there is pencil icon. Click on pencil icon.

Scroll down. Under "Personal Details Additional Information" you will see "Medical PCP code" and Dental PCP Code.

Enter the PCP ID and click "update".

**How to locate a PCP:**

Visit [www.anthem.com/ca](http://www.anthem.com/ca) and click on "Find a Doctor"

Choose "Search as Guest by Selecting a Plan"

Select HMO Network: "Blue Cross HMO (CACare) - Large Group"

Select provider from results and view details for medical group. PCP ID information

✓ Enroll ✕ Close

To elect a Health Care FSA, you will need to input the total that you would like to contribute for the plan year, NOT the amount per paycheck. After clicking on the **Review Options** button, click on **Skip & Go** once you have read the notice. \*\*\*If you do not want to elect the FSA, do not click on the **Review Options** button. \*\*\*

Flexible Spending Account 

Please note: The amount you are electing for FSA coverage is an ANNUAL amount. After you elect the amount, you will then see the per pay period amount you will contribute on the main screen.

→ Skip & Go

## Click on Elect This Plan to input your FSA amount

Instructions   Current/Proposed Enrollment(s)   Dependent(s)   **Health & Account(s)**   Life   Disability   Other   Finalize

[← Back](#)

Coverage Effective Date: 03/01/2021

If you are signing up, please elect an ANNUAL amount for your FSA election. You will see the per paycheck deduction after you have enrolled in the benefit, on the main screen. If you do not wish to enroll in the FSA, please select the 'Waive Coverage' option.

Filter fields  
Hide Blank Fiel...

	Healthcare FSA 2021 <a href="#">✓ Elect This Plan</a>
Provider	Discovery Benefits
ERISA Number	<i>Not Specified</i>
	Healthcare FSA 2021 <a href="#">✓ Elect This Plan</a>

When the pop-up appears, enter your yearly contribution amount. You can calculate the per paycheck amount by dividing the total amount by 24. Then click **Elect Plan**. Click **Yes** when asked if you are sure you want to enroll.

Elect Plan : Healthcare FSA 2021 **FSA**

Contribution Limits		
Contribution Type	Minimum Contribution Per Year	Maximum Contribution Per Year
Health Care	\$10.00	\$2,750.00

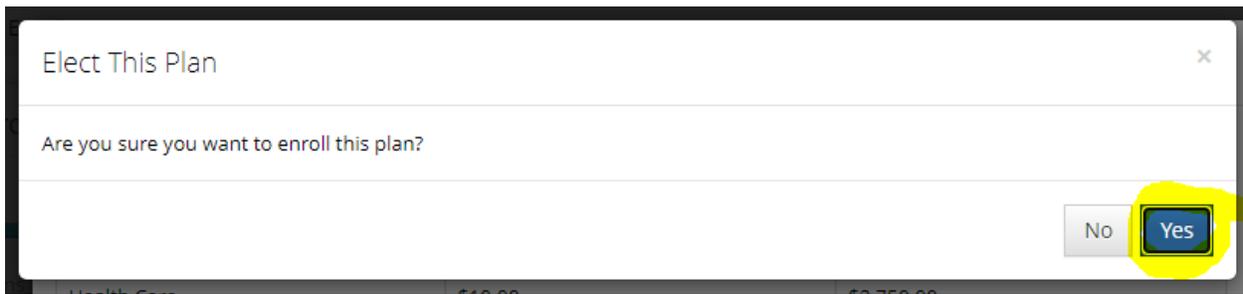
There are 24 Pay Cycles remaining for current plan year from today's date.

**New Election**

Health Care Contribution:    Last Year Carry Over:

Note: You were not covered in this plan on last day of last year.

[✓ Elect Plan](#)   [× Close](#)

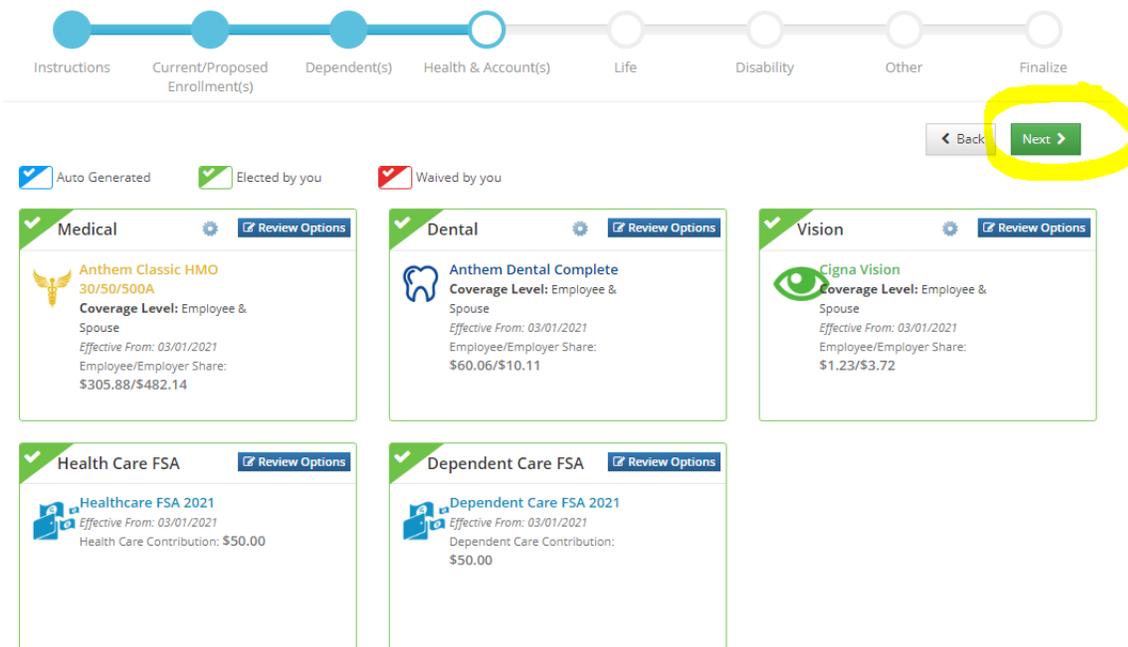


Once you have confirmed your FSA election, your per paycheck amount will appear in the Health Care FSA box.



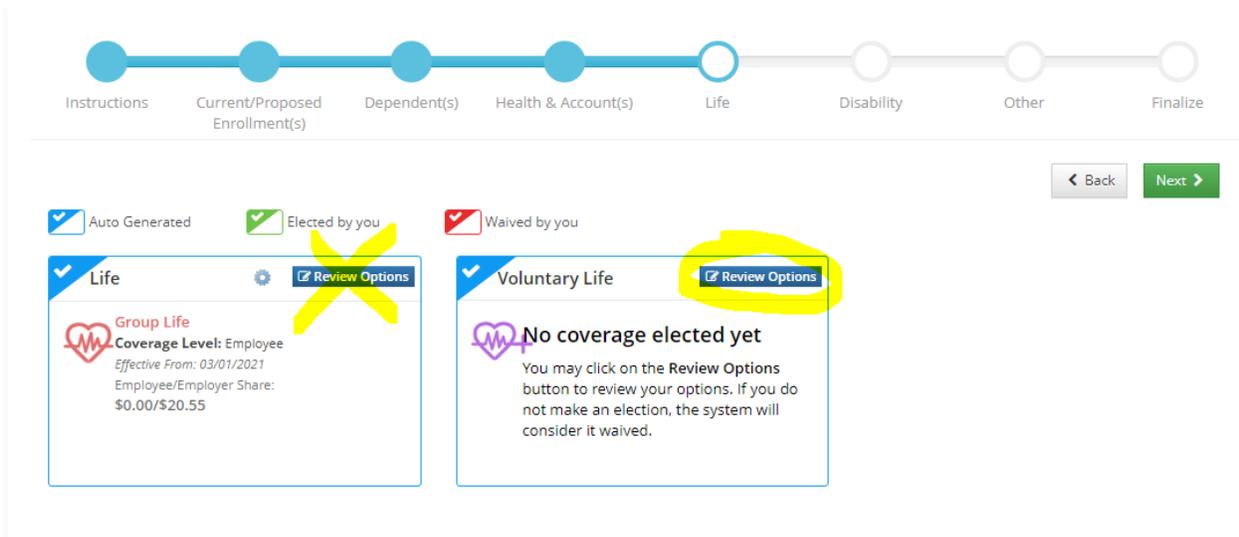
The same instructions for the Health Care FSA apply to the Dependent Care FSA should you wish to enroll.

Once all of your elections look correct. Click the **Next** button.

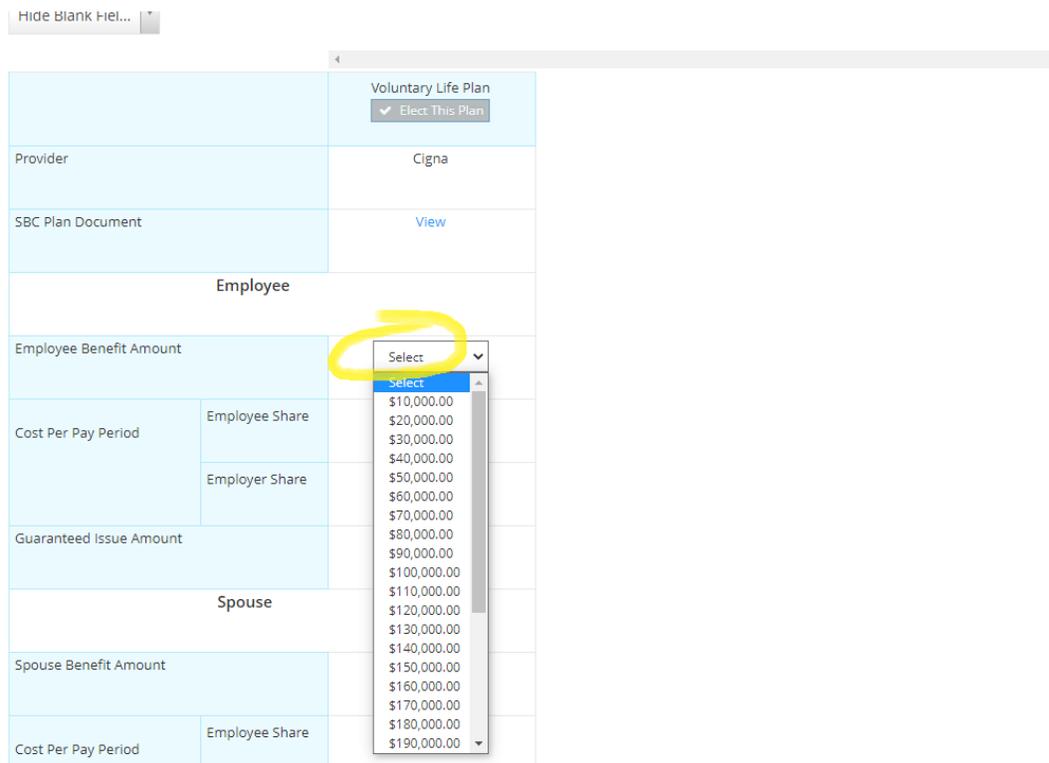


Every benefits eligible employee is already covered with Basic Life Insurance. The employee coverage level will appear so you do not need to click on the **Review Options** button.

*HOWEVER*, if you would like to elect Voluntary Life insurance, you must click on the Review Options button to elect coverage and go through the same steps to elect. If you do not want Voluntary Life insurance, click the **Next** button.



**\*\*\*If you are electing Voluntary Life insurance, you must first select the “Employee Benefit Amount” with the drop down menu for yourself and/or dependent(s) so that the **Elect This Plan** button activates. \*\*\***



After clicking **Next**, you will be shown your Long Term Disability coverage. You are also already covered with LTD so click **Next** again.

The screenshot shows a progress bar at the top with steps: Instructions, Current/Proposed Enrollment(s), Dependent(s), Health & Account(s), Life, Disability, Other, and Finalize. The 'Disability' step is highlighted with a blue circle. Below the progress bar, there are three status indicators: 'Auto Generated' (checked), 'Elected by you' (checked with a green checkmark), and 'Waived by you' (unchecked with a red X). A yellow circle highlights the 'Next >' button. Below these indicators, there is a card for 'Long Term Disability' with a blue checkmark and a 'Review Options' button. The card details: 'Long Term Disability', 'Coverage Level: Employee', 'Effective From: 03/01/2021', and 'Employee/Employer Share: \$0.00/\$39.25'. A yellow 'X' is drawn over the 'Review Options' button.

If you would like to enroll in voluntary Hospital Indemnity coverage, you can do so by clicking on the **Review Options** button. Every employee already has EAP coverage so you do not need to click on the **Review Options** button for EAP.

The screenshot shows the same progress bar as the previous image, but the 'Other' step is highlighted with a blue circle. Below the progress bar, the status indicators are the same. A yellow circle highlights the 'Next >' button. Below these indicators, there are two cards. The first card is for 'Hospital Indemnity' with a blue checkmark and a 'Review Options' button circled in yellow. The card text says: 'No coverage elected yet', 'You may click on the Review Options button to review your options. If you do not make an election, the system will consider it waived.' The second card is for 'Employee Assistance Pr...' with a blue checkmark and a 'Review Options' button crossed out with a yellow 'X'. The card details: 'EAP', 'Coverage Level: Employee', 'Effective From: 03/01/2021', and 'Employee/Employer Share: \$0.00/\$1.32'.

Clicking **Next** will take you to the Finalize screen. Here you will see a comparison between the coverage you had for the past year and the coverage you will have for the new plan year. If you need to make any changes, utilize the **Back** and **Next** buttons. If everything looks correct, FIRST click on the **OE Statement** button, located next to the **Save Election** button, to download a copy of your confirmation. Then click on the **Save Election** button in the upper right hand corner.



[← Back](#)

Benefit Group	Benefit Type	Current Enrollments	OE Enrollments
 <a href="#">Health &amp; Account(s)</a>	Medical	Coverage Waived...!	Plan Name: Anthem Classic HMO 30/50/500A Coverage Level: Employee & Spouse Employee/Employer Share: \$305.88/\$482.14 Coverage Effective Date: 03/01/2021 <a href="#">Enrollment Details</a>
	Dental	Coverage Waived...!	Plan Name: Anthem Dental Complete Coverage Level: Employee & Spouse Employee/Employer Share: \$60.06/\$10.11 Coverage Effective Date: 03/01/2021 <a href="#">Enrollment Details</a>
	Vision	Coverage Waived...!	Plan Name: Cigna Vision Coverage Level: Employee & Spouse Employee/Employer Share: \$1.23/\$3.72 Coverage Effective Date: 03/01/2021 <a href="#">Enrollment Details</a>

If you forget to click on the OE Statement button, you can go through open enrollment again and skip all of the pages by clicking **Next** to get to the Finalize page again, and click on the OE Statement button.