



Health Benefits Open Enrollment Action Items

Open Enrollment Starts: Monday, October 28, 2024 (8am)
Ends: Friday, November 15, 2024 (5pm)

1) Assess my household health coverage needs

Who is
eligible in
my
household?

Eligible dependents are:

- **Spouse:** the lawful spouse of the employee.
- **Domestic Partner:** State registered Domestic Partner
- **Dependent Child:** Under the age of 26 and one of the following:
 1. The natural offspring of either or both the employee or spouse
 2. A legally adopted child of either or both the employee or spouse
 3. A child placed with the employee for the purpose of legal adoption
 4. A legal ward of the employee or spouse (foster children are not eligible)
 5. Continuing coverage for a child who became disabled prior to age 26

2) Explore options, evaluate coverage and select the plan that best meets the needs of me and my family

Visit Connect2MyBenefits c2mb.ajg.com/cityofbellevue, to view "Your Benefits" guide, Employee Payroll Contribution Rates and other open enrollment materials.

For Premera medical plans, confirm your provider is part of the Heritage & Heritage Plus 1 (known as Heritage) network before accessing care.

Please note

1. If you do not wish to make any changes to your health benefits, your 2024 elections will continue in 2025 **except for** health care and/or day care flexible spending accounts (FSA's).
2. **FSA's must be elected each year, as required by the Internal Revenue Service.**
3. If you are currently eligible for the Premera Core plan and select Kaiser HMO or Premera Choice in 2025, the Premera Core plan is still an option in 2026.



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3) Make my elections online using Bellevue Benefits

You may enroll or make changes to medical, dental, vision and/or additional life insurance and 2025 flexible spending accounts for health and/or daycare.

Confirm marital status and beneficiary information.

<https://cityofbellevuehr.workterra.net> Sign In and hover over the ?'s for help.

User Name is your full last name and the first four digits of your birth date (MMDD). Example, name is Mary Smith-Jones and birthdate is 5/24/1972, User Name is smithjones0524.

Passwords are being reset to your full last name (lower case) and the last 4 digits of your social security number. You will be required to reset your password once you sign in. Example, name is Mary Smith-Jones and social security number is 111-22-3456, Password is smithjones3456.

A screenshot of the "SIGN IN" page for the Bellevue Benefits system. The page has a light blue background with a lock icon and the text "SIGN IN" at the top. Below this are two input fields: "User Name" and "Password". Each field has a small question mark icon to its right. At the bottom of the form, there is a link that says "Forgot Password?".

4) Ensure my 2025 elections are accurate by carefully reviewing my confirmation statement in Bellevue Benefits

Print or save the confirmation statement for your records.

5) Hit "Done" in the Bellevue Benefits online enrollment system



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Your HR Benefits Team

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