### **Enrolling in Medical, Dental, or Vision**



**Purpose:** The coverage effective date, the plans for which you are eligible, and the dependents who are eligible for enrollment will populate in the 'Enroll Now' pages for medical, dental, and vision. The employee and employer cost of coverage will update automatically based on the members covered.

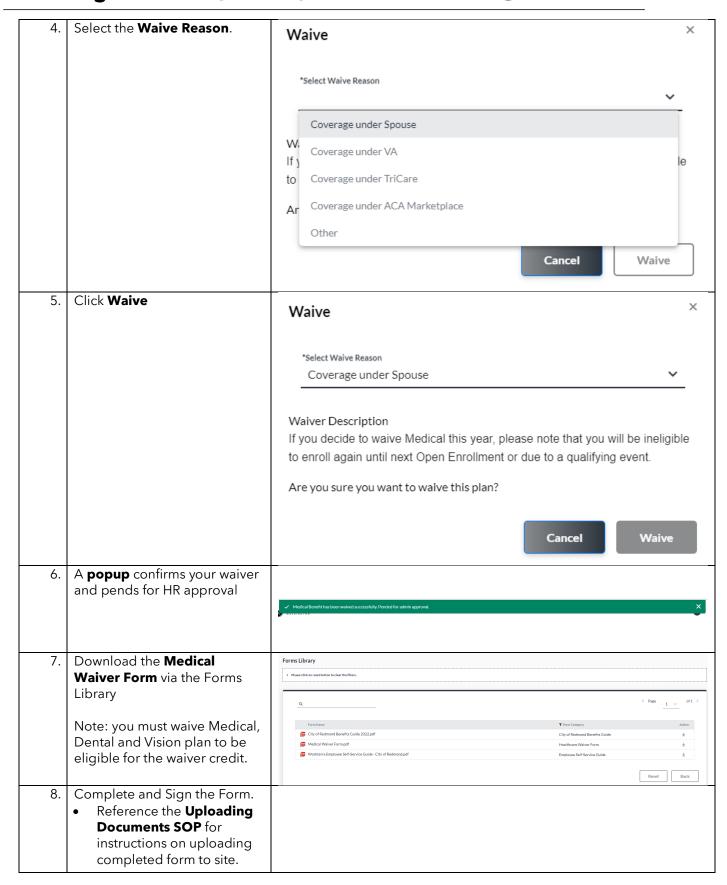
Audience: Benefits eligible employees

Step	What to do	Visual Aid
1.	Access Medical, Dental, or Vision Enrollment via an Enrollment workflow: Qualifying Event, New Hire, or Open Enrollment  Navigation on benefit election screen:	Visual File
	<ul> <li>From your pocket details your current benefit election summary and pay period costs. To view, click the dropdown arrow.</li> <li>Additional Tools includes a link to the Forms Library</li> <li>The Forms Library contains the latest City of Redmond Benefits Guide and the Medical Waiver Form.</li> <li>Compare Plans displays a matrix comparing the Medical plan features.</li> <li>Waiver Reason displays if coverage was previously waived. Hover over button to see the current waiver reason.</li> </ul>	Additional Tools   Compare Plans   Waiver Reason   Keep Waive
		Form Name  ☐ City of Redmond Benefits Guide 2022.pdf  ☐ City of Redmond Benefits Guide  ☐ Medical Waiver Form.pdf  ☐ Healthcare Waiver Form ☐  ☐ Healthcare Waiver Form  ☐ Healthcare Waiver  ☐ Healthcare  ☐ Healthcare Waiver  ☐ Healthcare  ☐ Hea
3.	If electing to Waive benefit coverage, select the <b>Waive</b> or <b>Keep Waive</b> option.  • <b>Keep Waive</b> displays if you are currently waiving benefit coverage.  If enrolling skip to the enrollment instructions.	♣ From your pocket >
		Additional Tools   Compare Plans Waive

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#### **Enrolling in Medical, Dental, or Vision**





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# **Enrolling in Medical, Dental, or Vision**



Step	Medical Enrollment	Visual Aid		
1.	Both <b>Medical Plan</b> options display onscreen for <i>rate</i> comparison	WASE FOUNDER. Kaiser Findin Hith Plan of WA HMO (Effective Date: 09/05/2022) WASYED  Eligible Members: Please make sure to select each dependent you wish to enroll.		
	To compare plan features, click <b>Compare Plans</b> as noted above	Total Cost: (Bi-Monthly)  Total Employee Cost: \$0.00 Total Employer Cost: \$331.02		
		PREMERA Premera Blue Cross RedMed (Effective Date: 09/05/2022)  WANKED  Eligible Members: Please make sure to select each dependent you wish to enroll.		
		TEST Regular timp - Employee Spouse Fest - Spouse Child Test - Natural child   Total Cost: (Bi-Monthly) Total Employee Cost: \$0.00 Total Employer Cost: \$451.76		
		Enroll Now		
2.	To add a dependent to the plan, click the plus sign by their name. The selection will reflect on both plans for comparison  To remove a dependent, click	Eligible Members: Please make sure to select each dependent you wish to enroll.  TEST Regular Emp - Employee Spouse Test - Spouse & Child Test - Natural child •		
3.	Total Employee Cost and Total Employer Cost update based on dependent elections	Total Cost: (Bi-Monthly)  Total Employee Cost: \$64.45 Total Employer Cost: \$588.82		
4.	Click the <b>Enroll Now</b> button located by your preferred plan to capture your elections <b>Note</b> : Both plans have an	Eligible Members: Please make sure to select each dependent you wish to enroll.  IEST Regular Emp - Employee Spouse Test - Spouse (Child Test - Natural child ()		
	Enroll Now button so confirm you are selecting your preferred plan. If you have existing coverage, your current plan button says <b>Keep Plan</b> .	Total Cost: (Bi-Monthly)  Total Employee Cost: \$64.45 Total Employer Cost: \$588.82  Enroll Now		
5.	A <b>popup</b> confirms your election and pends for HR approval	✓ You have enrolled in 'Kaiser Fndn Hith Plan of WA HMO' successfully, Pended for admin approval.  X  ***Contraction**  **Contraction**  **Co		

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# **Enrolling in Medical, Dental, or Vision**



6.	Election changes are allowed within the enrollment period.	Benadmin Employee Home	
	If you need to go back to Medical Plans, click <b>Back</b> or	1 Welcome	
	select <b>Enroll Now</b> in the left panel menu.	2 Demographics	
		3 Spouse	
		4 Child	
		5 Enroll Now	
Step	Dental	Visual Aid	
1.	To <b>add a dependent</b> to the plan, click the plus sign by their name. The selection will reflect on both plans for comparison	PREMERA RedMed Dental (Effective Date: 09/05/2022) WAIVED	
	To <b>remove a dependent</b> , click the 'x' by their name	Eligible Members: Please make sure to select each dependent you wish to enroll.  TEST Regular Emp - Employee Spouse Test - Spouse State Child Test - Natural child •	
2.	Total Employee Cost and		
	<b>Total Employer Cost</b> update based on dependent elections		
	Click the <b>Enroll Now</b> button located by your preferred plan	Total Cost: (Bi-Monthly)  Total Employee Cost: \$5.57 Total Employer Cost: \$58.00	
	to capture your elections	Enroll Now	
3.	A <b>popup</b> confirms your election and pends for HR approval	✓ You have enrolled in 'RedMed Dental' successfully, Pended for admin approval. X	
4.	Election changes are allowed within the enrollment period.	Benadmin Employee Home	
	If you need to go back to Dental Plans, click <b>Back</b> or	1 Welcome	
	select <b>Enroll Now</b> in the left panel menu.	2 Demographics	
		3 Spouse	
		4 Child	
		5 Enroll Now	

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Step	Vision	Visual Aid		
1.	To <b>add a dependent</b> to the plan, click the plus sign by their name. The selection will reflect on both plans for comparison	PREMERA RedMed Vision (Effective Date: 09/05/2022) WAIVED		
	To <b>remove a dependent</b> , click the 'x' by their name	Eligible Members: Please make sure to select each dependent you wish to enroll.  TEST Regular Emp - Employee Spouse Test - Spouse Child Test - Natural child		
2.	Total Employee Cost and Total Employer Cost update based on dependent elections  Click the Enroll Now button located by your preferred plan to capture your elections	Total Cost: (Bi-Monthly)  Total Employee Cost: \$1.36 Total Employer Cost: \$13.90  Enroll Now		
3.	A <b>popup</b> confirms your election and pends for HR approval	✓ You have enrolled in 'RedMed Vision' successfully. This has caused 'Waiver Credit' plan to be terminated. Pended for admin approval.		

Revision History						
Revision Date	Summary of revision	Revision Author				
11/22/2022	SME Review	N Bruce				

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