

OPEN ENROLLMENT – NEW FOR THIS YEAR

The annual open enrollment period for the WCPSSS Flexible Benefit Plans and Dental/Vision Plans begins Monday, September 14th and ends Friday, November 20th. Open enrollment provides employees with an opportunity to make changes to their current elections and to complete any enrollments for the 2010 plan year. All changes become effective January 1, 2010.

Two Separate Processes This Year

One for enrolling or making changes in the Flexible Benefit Plans and the other will be for enrolling for your dental/vision plans. Please read the directions below carefully so that you understand what you must do this year to maintain or change your benefits.

Flexible Benefit Plan Process

The Pierce group will be conducting meetings to discuss the benefits available for 2010 for your Flexible Benefit Plans. This includes all Colonial Products, Ameriflex flexible spending accounts and Pre-Paid Legal. Meetings will be scheduled at schools by the Pierce Group. Central Services meeting dates are to be announced.

Anyone who does not sign on to Harmony Online or meet with a Pierce Group Representative will have their Ameriflex Medical Reimbursement and Ameriflex Dependent Care Reimbursement Plan(s) end on 12/31/09.

Harmony Online Assistance (866) 875-4772

http://www.piercegrupbenefits.com/pgb_backend/index.php?distYear=229

Dental/Vision Plan Process

We will be doing a forced enrollment on-line for all employees. This includes new hires who may have just recently signed up for dental and vision. All full-time employees must sign on to the <https://wcpss.hrintouch.com> website.

Dental/Vision Plan Process - continued

Once you have signed on, use the Quick Links Menu located on the left side of the web page and select eBenefitsNOW – **CLICK HERE**.

The new web page should show a Complete Enrollment button:

You will be required to take one of two actions:

- Start enrollment
- Refuse coverage



Complete Enrollment

To access the site, please go to <https://wcpss.hrintouch.com>.

- Your log on is your first name, the first initial of your last name, and the last four digits of your social.
- **ALL EMPLOYEE PASSWORDS WILL BE RESET TO YOUR FULL SOCIAL WITH NO DASHES OR SPACES.**
- You will be prompted to change your password after sign on.
- If you experience any issues with sign on or need assistance with using the application, please contact technical support at 1-866-822-8688 or 1-866-239-1055.
- Print a copy of your benefit summary for your records

PLEASE NOTE: For the Flexible Spending Accounts (Ameriflex Medical Expense Reimbursement and Ameriflex Dependent Care Reimbursement) and the Dental/Vision Plans—

If you do not take action, your current dental/vision benefits and Ameriflex flexible spending accounts will end on **December 31, 2009. Please make sure you visit this site and make your election(s).**

****YOU CANNOT MAKE CHANGES TO YOUR HEALTH PLAN DURING THIS OPEN ENROLLMENT PERIOD UNLESS YOU HAVE A QUALIFYING LIFE EVENT OR YOU ARE A NEW HIRE.****