

WHO IS ELIGIBLE?

Eligible Employees

Employees classified as full-time are eligible to participate in El Paso County's health insurance benefit plans.

Eligible Dependents

- Your lawful spouse (marriage, civil union, or common-law)
- Your children who are less than 26 years old (natural-born, adopted, step-children, and legal guardianship)
- Your dependent children that are age 26 or more years old that are primarily supported by you and incapable of self-sustaining employment by reason of mental or physical handicap that are enrolled on the plan before age 26 – You may be required to provide proof of the child's dependent status to the plan carrier or to the Employee Benefits Division

Proof of relationship for enrolled dependents must be provided to the Employee Benefits Division within 30 days of enrollment. E.g., spouse: marriage certificate, civil union certificate, or common law affidavit; child: birth certificate or court documents. Failure to provide supporting documentation may result in loss of coverage.

WHEN TO ENROLL

You can only sign up for benefits or change your benefits at the following times:

- **Within 31 days of your full-time start date** – effective on the 1st of the month following full-time start date
- **During the annual benefits open enrollment period** – effective on January 1 of the following year
- **Within 31 days of a qualifying life event** – effective dates vary by life event

The choices you make will remain in place through the calendar year, unless you experience a qualifying life event, as described in the Benefits Enrollment section.

*See **Benefits Enrollment** and **Reach Your Peak Enrollment** pages for instructions.*

BENEFIT NOTICES

Find important notices and disclosures regarding your benefit rights, coverage options, and protections under applicable laws and regulations on the Employee Benefits Website under Benefit Notices.

BENEFITS ENROLLMENT

Before starting the Benefits Enrollment Process, you will need the following information:

- Decisions on the benefit elections you want to make for the plan year
- Flexible Spending Account annual amounts
- Dependents' names, dates of birth, addresses, and Social Security numbers
- Life insurance beneficiaries' names, dates of birth, addresses, phone numbers, and decisions on percentage of benefit
- Proof of relationship documentation - spouse: marriage/civil union certificate or common law affidavit; child: birth certificate or court documents

Benefits Enrollment Process

Go to the Employee Benefits Portal from OnlinEnroll: umr.workterra.net. You may need to turn off your pop-up blocker or add this site to your allowed pop-ups. OnlinEnroll can be accessed from any computer or mobile device.

Enter the information below and click LOGIN:

USERNAME - Your six (6) digit employee/user ID*

PASSWORD - First four (4) digits of your Social Security number (default)

COMPANY - El Paso County (must enter spaces)

*If you do not know your employee ID, access NeoGov via MyApps, click on your name at the top-right, then click "My Profile."

If you begin the enrollment process, any selections you make will finalize even if you do not select "Finish." Therefore, please make sure selections are what you intend. We recommend completing the process to the Confirmation Statement and selecting "**Finish**" to confirm accuracy.

Welcome	Read the information and accept agreements.
Demographics	Review your personal data for accuracy. If updates are needed, please submit through the proper applications in My Apps, myapps.microsoft.com. Employee name changes must be submitted through Employee Virtual Assistant (EVA). Address, phone number, and other personal information updates must be submitted through the Employee Self Service (ESS). ESS can only be accessed on the County's network or VPN (GlobalProtect).
Dependents	Add new or update dependent information. Social Security numbers are required.
Enroll Now	Each benefit requires an action to elect, waive, or keep the current election.
Upload Document	Add proof of relationship documentation for dependents. For a qualifying life event, you may also upload other required supporting documentation.
Beneficiaries	You must enter life insurance beneficiary designations in order to move to the Confirmation Statement.
Confirmation Statement	Review the Confirmation Statement and, if accurate, **save or print a copy of the Confirmation Statement** for your records. Click the "**Finish**" button at the bottom of the page to complete the enrollment process.

Revisions to Benefit Elections

If you are within the **new hire enrollment** or **open enrollment** window and wish to update your previously submitted elections, on the Employee Benefits Portal homepage, you can click on the "Update New Hire Elections" or "Update Open Enrollment Elections" button and make the changes. If you go back into the enrollment process, any changes you select will finalize even if you do not select "**Finish.**" Therefore, please make sure selections are what you intend. We recommend completing the process to the Confirmation Statement and selecting "Finish" to confirm accuracy. Be sure to save/print your new Confirmation Statement.

Qualifying Life Event Changes

If you have a **qualifying life event** (QLE) as defined by the IRS, such as birth, adoption, marriage, divorce, gaining or losing other group coverage or Medicaid/CHIP, etc., you can make changes to your benefits by submitting your change in the Employee Benefits Portal **within 31 days** (60 days for birth of a child or change to Medicaid eligibility) of the event effective date. Supporting documentation will be required. *QLE instructions can be found on the Employee Benefits Website.*

OnlinEnroll Customer Service

OnlinEnroll Customer Service is available Monday through Friday from 9:00 a.m. to 6:00 p.m. Mountain Time to assist you with the enrollment process by phone or email.

REACH YOUR PEAK ENROLLMENT

The Reach Your Peak (RYP) wellness program's goal is to provide you with the resources, options, and support you need to reach and maintain optimal health. Wellness is paramount at El Paso County and we encourage you to take advantage of the benefits of RYP by enrolling during this enrollment period.

EL PASO COUNTY
Reach Your Peak Wellness Program

All full-time employees are eligible to participate! Spouses enrolled in the El Paso County EPO Medical Plan can also participate.*

RYP and RYP+ Benefits

Challenge your wellbeing for a chance to win prizes! RYP and RYP+ participants can earn points by participating in program activities and making healthy decisions. By achieving quarterly levels, you can earn prize drawing entries!

RYP+ Perks include:

Medical Plan Subscribers Only

- **Premium Reduction:** Medical plan contribution savings of $20/month.
- **Health Reimbursement Account (HRA):**** For reaching quarterly levels, you can earn up to $600 per year into an HRA which can be used for out-of-pocket Health Care FSA-eligible expenses! Continued RYP+ participation allows you to roll over up to $2,000.

Enrollment Periods

Eligible employees and spouses can enroll in RYP (standard) anytime throughout the year.

RYP+ enrollment is only offered to medical plan participants during the following enrollment periods:

- **New hire:** Complete the RYP+ enrollment steps under "Enrollment Process" no later than 31 days from your full-time start date. If enrolled, RYP+ Perks are effective the 1st of the month following your benefits effective date.
- **Qualifying life event (QLE), new plan enrollee (subscriber):** Complete the RYP+ enrollment steps under "Enrollment Process" no later than 31 days from your medical plan effective date. If enrolled, RYP+ Perks are effective the 1st of the month following your medical plan effective date.
- **Open enrollment:** During the open enrollment period, complete the enrollment steps under "Enrollment Process" no later than the last day of open enrollment. Review open enrollment materials for deadlines or changes. If enrolled, RYP+ Perks are effective on January 1 of the following year.

*RYP+ enrollment must be completed each year; you are not automatically re-enrolled in the new year.***

Enrollment Process

1. **Register on the RYP Portal at join.personifyhealth.com/reachyourpeakepc or log on at app.personifyhealth.com.**
2. ***Medical Plan Participants:*** To access **RYP+ Perks** for the plan year, you must complete the appropriate step below during the applicable enrollment period.
   - **New Hire or QLE New Medical Plan Enrollment: Complete the Health Check survey**
     Complete the Health Check survey in the RYP Portal no later than 31 days from your full-time start date or qualifying life event EPC Medical Plan enrollment effective date.
   - **Open Enrollment: Schedule your Health Consultation**
     During the open enrollment period, while in the RYP Portal, follow the on-screen instructions to schedule your RYP+ Health Consultation for the next plan year. RYP Health Consultation cannot be scheduled after the open enrollment period has ended.



** Spouse enrolled in the EPC EPO Medical Plan can register for an account for chances to win prizes. Spouse must wait two weeks from employee's benefit enrollment completion to register for a RYP Portal account.*

***HRA funds will be forfeited on January 1 if you do not re-enroll in the RYP+ program during the annual (open) enrollment period.*

Website: app.personifyhealth.com | Phone: (719) 520-7486 option 2 | Email reachyourpeakepc@elpasoco.com