

BENEFITS ENROLLMENT

New hire enrollment must be completed within 31 days of your full-time start date.

You must complete this process even if you are waiving benefits. If you do not enroll within this 31-day period, you will not be eligible to enroll until the next open enrollment period, unless you have a qualifying life event. *For Qualifying Life Events, find instructions in the Employee Benefits Portal under Benefit Documents in the Benefits Library.*

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

- Decisions on the benefit elections you want to make for 2025
- 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

Benefits Enrollment Process

Go to the Employee Benefits Portal from OnlinEnroll: umr.workterra.net. You will 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)

As a new hire, you will automatically be taken to new hire enrollment welcome page. **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 dependent information. Social Security numbers are required.
Enroll Now	Each benefit requires an action to enroll or waive.
Upload Document	Add proof of relationship documentation for dependents.
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 New Hire Benefit Elections

If you are within the new hire 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" button and make the changes. **Note: 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.

OnlinEnroll Customer Service

OnlinEnroll Customer Service is available Monday through Friday from 9 a.m. to 6 p.m. (Mountain) to assist you with the enrollment process by phone or e-mail.

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

Who can participate?

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

When can I enroll?

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 "How do I enroll" 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.
- **New plan enrollee (subscriber):** Complete the RYP+ enrollment steps under "How do I enroll" 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:** Open enrollment is held annually in the fall (typically in October) – enrollment instructions are provided within open enrollment notifications/materials. 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.

What are the benefits of RYP and RYP+?

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.

How do I enroll?

- **Register on the RYP Portal from Personify Health today at:**
join.personifyhealth.com/reachyourpeakepc.
- **New Medical Plan Participants:** Complete the Health Check survey to receive 2025 RYP+ Perks!

Health Check survey must be completed no later than 31 days from your full-time start date or new EPC medical plan enrollment effective date.



How do I use my HRA?

RYP+ HRA earnings are deposited into an Employee Benefits Corporation (EBC) HRA in the month following the end of a quarter. For new participants, an EBC Benefits Card will be issued upon your first HRA earnings deposit.

The EBC Benefits Card can be used just like a debit card for FSA-eligible health care expenses! If you are enrolled in the Health Care FSA, FSA amounts must be exhausted before HRA amounts can be accessed. Find a list of eligible expenses at ebcflex.com.

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