

**INSTRUCTIONS TO ENROLL DEPENDENT IN ONLY ONE PLAN
(opting into health, but out of dental/vision or vice versa)**

The policy for covering dependents on both the Health and Dental/Vision plans has always included the provision if your dependent is covered on your health plan, then he or she must also be covered on your dental/vision plan. This policy will change effective [January 1, 2011](#).

Any plan choices made during open enrollment will be locked in for the calendar year and [may](#) not be changed mid-year unless a qualifying family status event occurs. Additionally, if you choose mismatched coverage for your dependent, it's imperative you make accurate choices when linking coverage in the Beneficiary/Dependent portion of Open Enrollment.

In this example, the employee is enrolling employee + two adults and *two children* in the Health plan, but only employee + three adults and *one child* in the Dental/Vision plan.

	Number of Adults	Number of Children	Semimonthly Amount
Select New Plan:	2 Adults	3 Children	\$0.00

	Number of Adults	Number of Children	Semimonthly Amount
Select New Plan:	2 Adults	2 Children	\$16.00

Once your open enrollment choices are made and you've pressed the complete you must continue to the Beneficiary/Dependent screen to link coverage. See the next page for instructions.

When updating coverage information in the Beneficiary/Dependent screen, the top portion includes new and historical information, so names cannot be removed.

Beneficiaries and Dependents Information

Name	SSN	Relationship	Birth Date	Gender	Grad. Date
[Redacted]	Not Reported	Spouse	Jan 15, 1963	Male	
[Redacted]	Not Reported	Child	Apr 08, 1986	Male	
[Redacted]	Not Reported	Child	Feb 21, 1997	Male	
[Redacted]	Not Reported	Child	Mar 30, 2005	Male	

[Add a New Person](#)

Benefit Coverage

Name	Benefit Description and Status
[Redacted], Spouse	Accidental Death and Dismember - 414 - Active Primary 100% Coverage: Jan 12, 2009 - current Optional Emp Life Insurance - 850 - Active Primary 100% Coverage: Jan 12, 2009 - current Husky Dental/Vision 1 - 985 - Active Coverage: Dec 27, 2009 - current HuskyCare HSA - 991 - Active Coverage: Dec 27, 2009 - current
[Redacted], Child	Accidental Death and Dismember - 414 - Active Secondary 33% Coverage: Jan 12, 2009 - current Optional Emp Life Insurance - 850 - Active Secondary 33% Coverage: Jan 12, 2009 - current Husky Dental/Vision 1 - 985 - Active Coverage: Jan 01, 2011 - current HuskyCare HSA - 991 - Active Coverage: Jan 01, 2011 - current
[Redacted], Child	Accidental Death and Dismember - 414 - Active Secondary 33% Coverage: Jan 12, 2009 - current Optional Emp Life Insurance - 850 - Active Secondary 33% Coverage: Jan 12, 2009 - current Husky Dental/Vision 1 - 985 - Active Coverage: Dec 27, 2009 - current HuskyCare HSA - 991 - Active Coverage: Dec 27, 2009 - current
[Redacted], Child	Accidental Death and Dismember - 414 - Active Secondary 33% Coverage: Jan 12, 2009 - current Optional Emp Life Insurance - 850 - Active Secondary 33% Coverage: Jan 12, 2009 - current Husky Dental/Vision 1 - 985 - Active Coverage: Dec 27, 2009 - current HuskyCare HSA - 991 - Active Coverage: Dec 27, 2009 - current

Any changes to your beneficiaries/dependents should be done after the event has taken place (birth, marriage, etc). Do not use effective dates in the future.

The **Benefit Coverage** area of this screen is where you need to link each dependent to the appropriate plan by clicking on the dependent's name. It will open the screen below.

Home > Update Benefits Coverage

If you need to update this information, please contact the Benefits Office (487-2517) or update below.

* - indicates a required field.

Updating Coverage Information

Beneficiary and Dependent Information

Name	SSN	Relationship	Birth Date	Gender	Grad. Date
Steven D. Hext	Not Reported	Child	Mar 30, 2005	Male	

Beneficiary Coverage

Benefit and Coverage Status	Existing Coverage	Begin Date MM/DD/YYYY*	End Date MM/DD/YYYY	Primary/Secondary	Pct	Choose Benefit
Accidental Death and Dismember - 414 Status: Active Start Date: Jan 12, 2009 Stop Date:	Yes	01/12/2009		S	33	<input type="checkbox"/>
Optional Emp Life Insurance - 850 Status: Active Start Date: Jan 12, 2009 Stop Date:	Yes	01/12/2009		S	33	<input type="checkbox"/>
Husky Dental/Vision 1 - 985 Status: Active Start Date: Dec 27, 2009 Stop Date:	Yes	12/27/2009	12/31/2010			<input checked="" type="checkbox"/>
HuskyCare HSA - 991 Status: Active Start Date: Dec 27, 2009 Stop Date:	Yes	12/27/2009				<input type="checkbox"/>

To make a change, you MUST check the appropriate "Choose Benefit" box.

In this example the employee will stop the Dental/Vision plan for this dependent by adding an End Date and checking the Choose Benefit box.

Click the **Update** box to save your changes. See next page for results.

REVIEW RESULTS FOR ACCURACY

Beneficiaries and Dependents Information

Name	SSN	Relationship	Birth Date	Gender	Grad. Date
[REDACTED]	Not Reported	Spouse	Jan 15, 1963	Male	
[REDACTED]	Not Reported	Child	Apr 08, 1986	Male	
[REDACTED]	Not Reported	Child	Feb 21, 1997	Male	
[REDACTED]	Not Reported	Child	Mar 30, 2005	Male	

[Add a New Person](#)

Benefit Coverage

Name	Benefit Description and Status
[REDACTED], Spouse	Accidental Death and Dismember - 414 - Active Primary 100% Coverage: Jan 12, 2009 - current Optional Emp Life Insurance - 850 - Active Primary 100% Coverage: Jan 12, 2009 - current Husky Dental/Vision 1 - 985 - Active Coverage: Dec 27, 2009 - current HuskyCare HSA - 991 - Active Coverage: Dec 27, 2009 - current
[REDACTED], Child	Accidental Death and Dismember - 414 - Active Secondary 33% Coverage: Jan 12, 2009 - current Optional Emp Life Insurance - 850 - Active Secondary 33% Coverage: Jan 12, 2009 - current Husky Dental/Vision 1 - 985 - Active Coverage: Jan 01, 2011 - current HuskyCare HSA - 991 - Active Coverage: Jan 01, 2011 - current
[REDACTED], Child	Accidental Death and Dismember - 414 - Active Secondary 33% Coverage: Jan 12, 2009 - current Optional Emp Life Insurance - 850 - Active Secondary 33% Coverage: Jan 12, 2009 - current Husky Dental/Vision 1 - 985 - Active Coverage: Dec 27, 2009 - current HuskyCare HSA - 991 - Active Coverage: Dec 27, 2009 - current
[REDACTED], Child	Accidental Death and Dismember - 414 - Active Secondary 33% Coverage: Jan 12, 2009 - current Optional Emp Life Insurance - 850 - Active Secondary 33% Coverage: Jan 12, 2009 - current Husky Dental/Vision 1 - 985 - Active Coverage: Dec 27, 2009 - Dec 31, 2010 HuskyCare HSA - 991 - Active Coverage: Dec 27, 2009 - current

The end date of Dec 31, 2010 that was entered into the previous screen has populated here, meaning the employee has cancelled this dependent's dental vision coverage effective Dec 31, 2010. Yet, the HuskyCare HSA health plan remains active into 2011.

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[Open Enrollment](#)

It is each employee's responsibility to ensure coverage effective dates are accurate. If you have any questions about the accuracy of this screen while updating dependent information during open enrollment, please contact the Benefits office at 487-2517.