

# Benefits Enrollment Process

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

- Decisions on the benefit elections you want to make for 2023
- Flexible Spending Account 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 if adding new dependents to a plan - marriage or civil union certificate or common law affidavit for a spouse, birth certificate for a child

## Benefits Open Enrollment Process:

Go to the Employee Benefits Portal from OnlinEnroll: [umr.workterra.net](http://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) or the password you previously selected

**COMPANY** - El Paso County (must enter spaces)

You will automatically be taken to the open enrollment process. If you are not automatically taken to the process, click on the green "Update Open Enrollment Elections" button to start the process. **If you begin 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.

<b>Welcome</b>	Read the information and accept agreements.
<b>Demographics</b>	Review your personal data for accuracy and apply updates as needed. Employee name changes cannot be applied in this process and must be submitted to Human Resources.
<b>Dependents</b>	Add new dependent information. Social Security numbers are required.
<b>Enroll Now</b>	Each benefit requires an action to change, waive, or keep the current election.
<b>Upload Document</b>	Add proof of relationship documentation for new dependents.
<b>Beneficiaries</b>	You must enter life insurance beneficiary designations in order to move to the Confirmation Statement.
<b>Confirmation Statement</b>	Review the Confirmation Statement and, if accurate, <b>save or print a copy of the Confirmation Statement</b> for your records. Click the " <b>Finish</b> " button at the bottom of the page to complete the enrollment process.

## Revisions to Open Enrollment Elections:

If during the open enrollment period you wish to update your previously submitted elections, on the Employee Benefits Portal homepage, you can click on the "Update Open Enrollment Elections" button and make the changes. Be sure to review and save/print your new Confirmation Statement and click "Finish."

**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 calling 1-888-327-2770 or e-mailing [customerservice@workterra.com](mailto:customerservice@workterra.com).**

## Reach Your Peak Wellness Program 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 a core value at El Paso County and we encourage you to take advantage of the benefits of RYP by enrolling during this enrollment period.

### When can I enroll?

Enrollment is open from  
**October 26, 2022 through  
November 9, 2022**  
for the 2023 plan year

### Who can participate?

All employees and their spouses enrolling in the  
**2023 El Paso County EPO Medical Plan**  
In January, all full-time employees can register on the new RYP wellness portal and earn rewards/prizes!

### What are the benefits of RYP?

- **Premium Savings:**\* Medical plan premium contribution savings of \$20 per month (\$240 annually).
- **Health Reimbursement Account (HRA):**\* Earn up to \$600 per year into an HRA. Continued participation allows you to accumulate up to \$2,000! (2022 HRA funds will be forfeited on January 1, 2023 if not enrolled in the 2023 RYP program.)
- **Additional Rewards:** New reward categories with the potential to win prizes (gifts/gift cards).

*\*Non-medical plan participants are not eligible.*

### How do I participate in RYP?

#### **Medical Plan participants: Schedule your 2023 Health Consultation during the enrollment period.**

- Go to [ryp-2023.timetap.com](http://ryp-2023.timetap.com).
- Follow the on-screen instructions to schedule your/your spouse's 2023 Health Consultation.
- A confirmation e-mail from RYP will be sent within minutes as proof of your successful 2023 RYP program enrollment. If not received, e-mail [reachyourpeakepc@elpasoco.com](mailto:reachyourpeakepc@elpasoco.com) immediately, but no later than November 9, 2022.

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