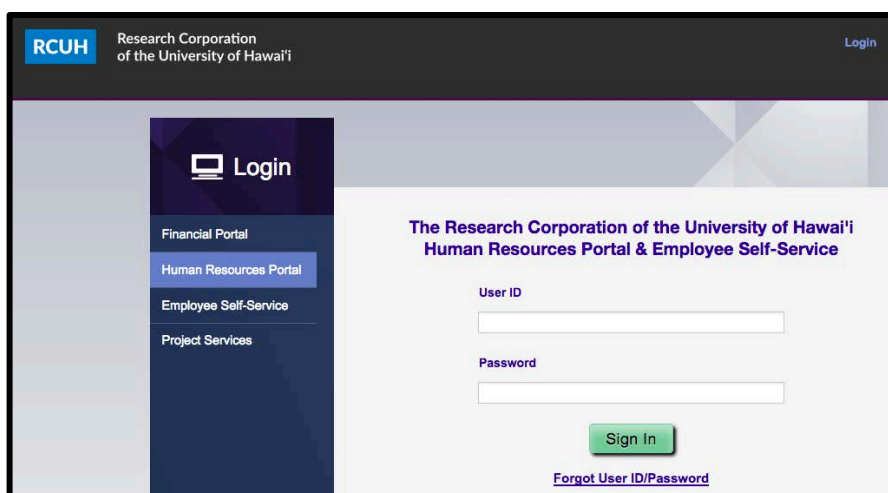


Attachment: RCUH Open Enrollment – Navigating ESS & Important Information

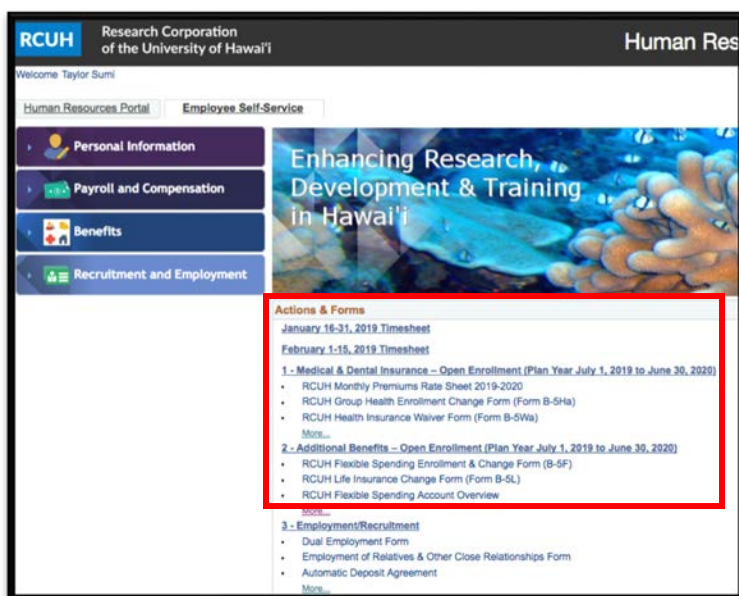
Accessing Open Enrollment Materials in Employee Self-Service (ESS)

All Open Enrollment information will be available via the RCUH Employee Self-Service ([ESS](#)) site where you will find: Rates, Plan Details, Open Enrollment forms, and online presentations. These informational videos prepared by HMSA (medical), Kaiser Permanente (medical), HDS (dental) and NBS (flexible spending benefits) are available for viewing at any time. Sign-in to your secure ESS site and see the section labeled “Actions & Forms” for access to the online videos and forms.

1. Access ESS from the RCUH Homepage (www.rcuh.com) Login > Employee Self-Service
 - Forgot your User ID or Password? Click on the “Forgot User ID/Password” link



2. Open Enrollment Materials can be found in the **Actions & Forms** section located in the middle of your screen.



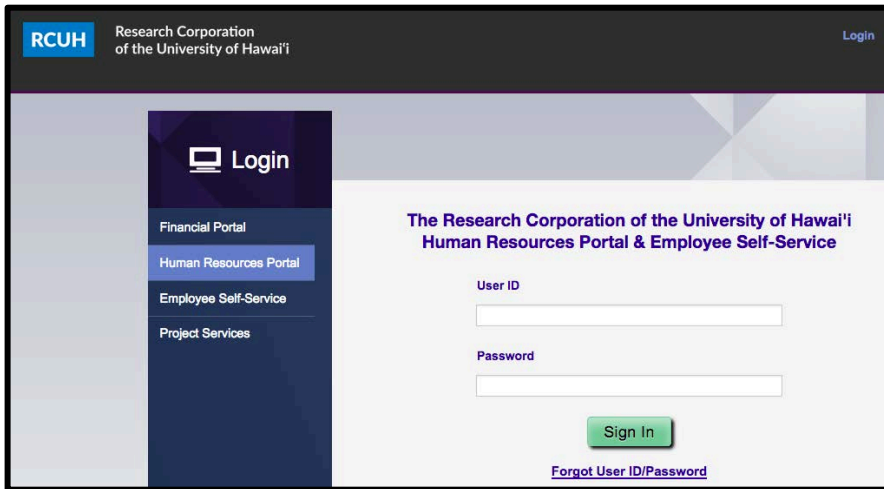
May 1, 2019

Attachment: RCUH Open Enrollment – Navigating ESS & Important Information

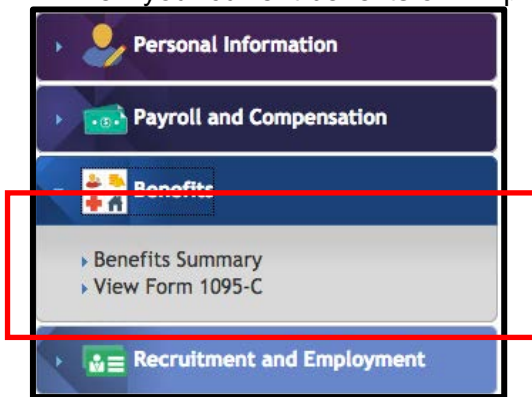
Reviewing Your Benefits Summary in Employee Self-Service (ESS)

If you are currently enrolled into any RCUH benefits, please log in to ESS to view your current benefits. **Please see below for instructions on how to view your benefits in ESS:**

1. Access ESS from the RCUH Homepage (www.rcuh.com) Login > Employee Self-Service
 - Forgot your User ID or Password? Click on the “Forgot User ID/Password” link



2. View your current benefits on Employee Self-Service (ESS) > Benefits > Benefits Summary



Important things to consider about Open Enrollment (PLEASE READ ALL ITEMS BELOW):

I would like to:	Action Needed
Keep my current medical and/or dental coverage.	No action needed. We have defaulted your current medical and/or dental coverages to remain “as is”.
Change my current medical and/or dental coverage.	Complete and submit the RCUH Group Health Plan Enrollment form (B-5Ha) .
Add dependents to my medical and/or dental coverage.	Complete and submit the RCUH Group Health Plan Enrollment form (B-5Ha) and include required documentation for dependent coverage. (i.e., birth certificate, adoption document, marriage certificate, etc.) .
Cancel my medical and/or dental coverage.	Complete and submit the RCUH Group Health Plan Enrollment form (B-5Ha) and RCUH Group Health Plan Waiver form (B-5Wb) .
Continue waiving medical coverage.	Complete and submit the RCUH Group Health Plan Waiver form (B-5Wb) . **NEW for plan year 2019-20: We must receive a new signed waiver for the plan year 2019-2020 if you waive medical coverage with RCUH.
Continue my Healthcare or Dependent Care Flexible Spending Account.	Employees are required to re-enroll annually. Complete and submit the RCUH Flexible Spending Enrollment & Change Form (B-5F) .
Continue my Parking or Transportation Flexible Spending Account.	No action needed. We have defaulted your current Parking/Transportation/Bus Pass deductions to remain “as is”.
Reduction in Life Insurance Maximum Benefit Coverage.	Complete and submit the RCUH Life Insurance Change Form (B-5L) .
Confirm/Update Life Insurance Beneficiary.	Complete and submit the RCUH Life Insurance Change Form (B-5L) . **RCUH will be transitioning insurance coverage with MetLife effective July 1, 2019 and will be requesting new forms be completed.
Enroll in Supplemental Long-Term Care Insurance.	Please contact Employee Benefits Consulting at: 808-534-7329 or jeni@ebchawaii.com or email rcuh_benefits@rcuh.com for more information.
DEADLINE TO SUBMIT ALL FORMS	Email to rcuh_benefits@rcuh.com or Fax to 808-956-5022 by May 15, 2019 .

Contact **RCUH Employee Benefits** for general inquiries on Open Enrollment, eligibility, and assistance with forms.

Phone: (808) 956-2326 or (808) 956-6979

Email: rcuh_benefits@rcuh.com

Contact **RCUH HR Information Systems** if you are having difficulty logging in to ESS.

Phone: (808) 956-9561 or (808) 956-8376

Email: rcuh_hris@rcuh.com

Contact carriers (i.e., HMSA, Kaiser, HDS, NBS, etc.) directly with any specific coverage inquiries or for assistance on current claims.