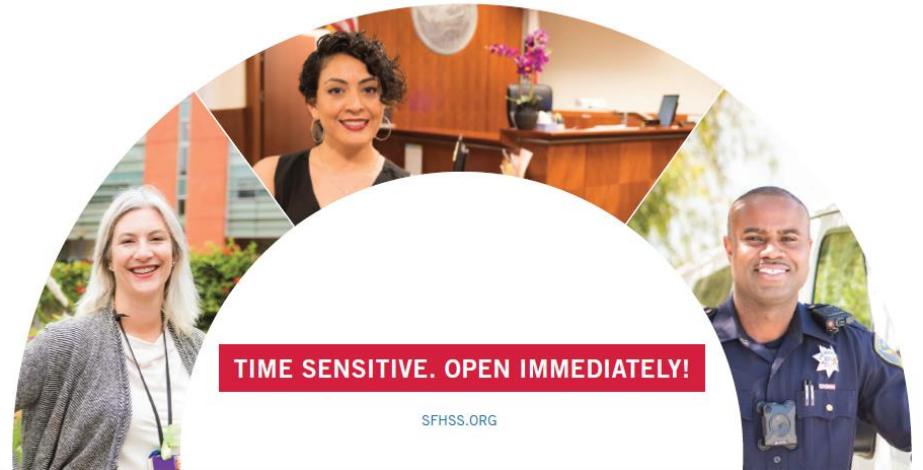


Open Enrollment Update

September 13, 2018

Theme



Guides

City College of San Francisco

2019
HEALTH BENEFITS



Superior Court Employees

2019
HEALTH BENEFITS



Unified School District

2019
HEALTH BENEFITS



Municipal Executives

2019
HEALTH BENEFITS




Retirees

2019
HEALTH BENEFITS



City & County Employees

2019
HEALTH BENEFITS



OE Mailings

Total packets being mailed – 75,960

- CCD – 1512
- CCSF / CRT / COMM – 30,949
- MEA – 1226
- USD – 7528
- RET-Medicare – 24,055
- RET-Non-Medicare – 7238
- Waived (Actives) – 3452

Mailing Segments –

Members included in Self Service

Members eligible for City Plan “Choice Not Available”

Medicare members with non-Medicare dependents

Retirees living in Kaiser Multi-Region areas

Self Service Letters

SAN FRANCISCO
HEALTH SERVICE SYSTEM

REGISTER
NOW
FOR ONLINE
OPEN
ENROLLMENT
OCTOBER 2018

August 27, 2018



<<ENDORSEMENT LINE>>

<<FIRST_NAME>> <<LAST_NAME>>

<<ADDRESS1>> <<ADDRESS2>>

<<CITY>>, <<STATE>> <<POSTAL>>

Employee ID: <<EMPLID>>

Register Today to Enroll for 2019 Benefits Online!

Dear <<FIRST_NAME>>,

At San Francisco Health Service System (SFHSS), we strive to provide the most convenient, secure and easiest methods of enrolling in your annual benefits every year. We are excited to introduce **eBenefits**, our new online Open Enrollment system that allows you to enroll in your annual benefits online.

As you know, Open Enrollment for the 2019 plan year will take place between October 1 to 31, 2018. You can save time and a trip to SFHSS by registering *today* to create a new account at the City and County of San Francisco's employee portal, where our **eBenefits Online Open Enrollment** site is located.

Here's what you need to do.

Within a few days, you will be receiving a temporary code in the mail that you will use to set up your **eBenefits** account. **It is critical you set up your account as soon as you receive your temporary code in the mail, before the Open Enrollment period begins as your temporary code will expire.**

Once you set up your account, you can look forward to making your health benefit elections online this year and the years to follow! *It's that simple.*

Be sure to hold on to this letter, which includes important information including your Employee ID Number (for most retirees, this will be your former employee "DSW" number). You will need to provide your Employee ID Number, along with your temporary code (which you will receive in a separate letter), when you log into the employee portal for the first time.

As soon as you receive your temporary code in the mail, go to <https://bifrost.sfgov.org> and enter your Employee ID (DSW) Number, exactly as it appears in the top right of this letter, for your username and the temporary code for your password. Please note that this is a *secure site* that is managed by the City and County of San Francisco's Department of Technology.

You will need to agree to the Privacy Policy by clicking the agree button before you get started. You will find more detailed instructions at sfhss.org/eBenefits/GettingStarted.html. Once you have logged in with your temporary code, you will create a new password that you can use in the future.

Please see reverse side for more information.

ACCESS
OPEN
ENROLLMENT
ONLINE WITH
eBENEFITS
OCTOBER 1-31, 2018

New! Enroll Online for Open Enrollment with eBenefits!

At San Francisco Health Service System (SFHSS), we strive to provide the most convenient, secure and easiest methods for enrolling in your benefits. We are excited to introduce **eBenefits**, our new online platform which takes the Open Enrollment process online.

You have been selected to enroll in your 2019 Open Enrollment elections for you and your dependents using **eBenefits**. Enrolling online is easy, secure and reliable.

To access **eBenefits**, you can use a computer, tablet, mobile device or your smart phone. You can also visit SFHSS at 1145 Market St 3rd Floor to use a kiosk.

Go to the San Francisco Employee Portal at <https://sfgov.org/sfc/employee-gateway> or search online for the San Francisco Employee Gateway.

Click on the *SF Employee Portal Employee Login* tile.

You can also access **eBenefits** using the same kiosks you use for PeopleSoft time entry.

GETTING STARTED

- 1 Click to **Agree** and then sign into the Identity and Access Management Platform.
- 2 Click on the **Health Benefits Open Enrollment Link** from the SF Employee Portal page.
- 3 Enter your elections and **submit your choices by 5:00pm PST on October 31st, 2018**. If you are adding new dependents, you will need to submit supporting documentation, which can be uploaded online.

Self-Service Rollout

Partial rollout in October 2018
that includes;

4,854 Retirees

9,056 Active employees



| DEPARTMENTS |
|----------------------------------|
| General Services Agency |
| Adult Probation |
| Airport |
| Arts Commission |
| Assessor-Recorder |
| Controller |
| City Planning Commission |
| Superior Court |
| Dept. of Child Support Services |
| District Attorney |
| Economic & Workforce Development |
| Ethics Commission |
| Human Services Agency |
| Department of Homelessness |
| Human Rights Commission |
| Department of Human Resources |
| Health Services System |
| San Francisco Public Library |
| Mayor |
| Port of San Francisco |
| SF Employee's Retirement System |
| Department of Technology |
| Treasurer & Tax Collector |
| Dept. on the Status of Women |

eBenefits – Self Service Online Enrollment

SF EMPLOYEE PORTAL HOME SIGNOUT

HOME USER ACCESS & SUPPORT USER TRAINING COMMUNICATIONS INFORMATION FAVORITES

MY INFORMATION

MY PAY

MY TIME

MY BENEFITS

Exciting Changes Coming to eMerge!

Consolidated rebrand and the new SF Employee Portal Knowledge Center!

READ MORE

Search

People & Pay Learning Financials Procurement

VIEW NEWS ARCHIVE

ALERTS 1 **EMPLOYEE LINKS** **WORK LINKS**

SF HSS **Health Benefits Open Enrollment**

Open Enrollment is your opportunity to make changes to your health benefit choices for plan year 2019. Click the "Health Benefits Open Enrollment" link above to begin your Health Benefits Open Enrollment.

eBenefits – Self Service Online Enrollment

Enroll in Benefits



- Confirm Personal Information
- Current Elections**

Current Elections

Please review your current and new elections. Some union contracts provide for Employer-paid Long-Term Disability, Group Life and Computer Vision Care. You cannot elect to enroll or disenroll from these. If you have no changes to your other benefits in the list of elections, select the "Yes" button below. You can still enroll in a Healthcare FSA if applicable. If you would like to make changes to the list of elections, select the "No" button below. Click to "Save and Continue".

| Plan | Current Election | Current Coverage Level | New Election | New Coverage Level | My Cost |
|----------------------|-------------------------------|------------------------|---------------------|---------------------------|----------|
| Medical | Kaiser HMO | Member Only | Blue Shield Access+ | Member plus one dependent | \$ 29.09 |
| Dental | Delta Dental PPO | Member Only | Same | Member plus one dependent | \$ 4.62 |
| Vision Premier | No Coverage | | Same | | \$ 0.00 |
| VDT | Computer Vision Care | Member Only | Same | Same | \$ 0.00 |
| Life | \$50,000 Basic Life Insurance | \$50,000 | Same | Same | \$ 0.00 |
| Long-Term Disability | Grp Long Term Disability 60% | 60% of Salary | Same | Same | \$ 0.00 |

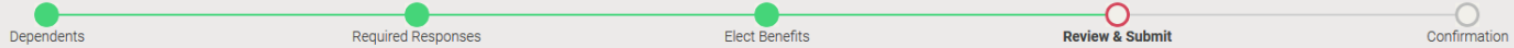
Are you happy with the new elections shown above?

- Yes
- No

Go Back Save and Continue

eBenefits – Self Service Online Enrollment

Enroll in Benefits



Review Elections

Review Your Elections

Please review and verify your elections.

Health Benefits

Medical
 Blue Shield Access+
 Member plus one dependent
\$29.09
 My Cost

| Dependent | Relationship | Covered |
|-----------|--------------|---------|
| | Child | Y |

Dental
 Delta Dental PPO
 Member plus one dependent
\$4.62
 My Cost

| Dependent | Relationship | Covered |
|-----------|--------------|---------|
| | Child | Y |

Vision Premier
 No Coverage

| Dependent | Relationship | Covered |
|-----------|--------------|---------|
| | Child | N |

Cost Summary

Your Costs

| | |
|--------------|------------------|
| Before Tax | \$ 243.71 |
| After Tax | \$ 0.00 |
| Total | \$ 243.71 |

eBenefits – Self Service Online Enrollment

Enroll in Benefits

My Elections \$ 243.71 My Cost



- Health ✓
- Flexible Spending Accounts ✓
- Healthcare FSA ✓
- Dependent Care FSA ✓

Choose a Flex Spending Health - U.S. Plan

A Healthcare FSA can pay for medical expenses such as medical, pharmacy, dental and vision co-payments, other dental and vision care expenses, acupuncture and chiropractic care, weight loss programs and more. Annual amount will be divided equally by the remaining eligible pay periods in the calendar year.

For more information, please review the Flexible Spending Plan Details

Enroll in Health Care FSA

Your annual amount must be between \$250.00 and \$2,500.00, which are the limits established for this plan.

Health Care FSA Total Annual Amount:

(Prior year election was \$350 Pledge)

Choose Flex Spending Health - U.S.

Current Flex Spending Health - U.S. Plan Election

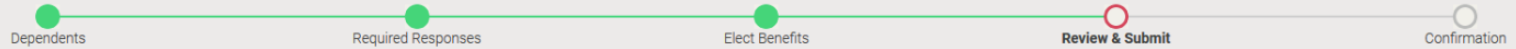
Health Care FSA
P&A Group
\$350 Pledge

Benefit Guide

Save and Continue

eBenefits – Self Service Online Enrollment

Enroll in Benefits



Review Elections

Submit Elections

Submit Elections

You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices. Select the **Go Back** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you select the Submit button your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

By submitting your benefit choices you are authorizing the Health Service System to deduct your premium contributions from your paycheck. You are also authorizing the Health Service System to send necessary personal information to selected insurance carriers to complete your enrollment. Your enrollment will not be complete until your submissions has been reviewed and confirmed by the Health Service System.

If you have selected the Kaiser plan, by submitting your enrollment, you are agreeing to Kaiser Health Plan Arbitration Agreement:

I understand that (except for Small Claims Court cases, claims subject to a Medicare appeals procedure or the ERISA claims procedure regulation, and any other claims that cannot be subject to binding arbitration under governing law) any dispute between myself, my heirs, relatives, or other associated parties on the one hand and Kaiser Foundation Health Plan, Inc. (KFHP), any contracted health care providers, administrators, or other associated parties on the other hand, for alleged violation of any duty arising out of or related to membership in KFHP, including any claim for medical or hospital malpractice (a claim that medical services were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered), for premises liability, or relating to the coverage for, or delivery of, services or items, irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up our right to a jury trial and accept the use of binding arbitration. I understand that the full arbitration provision is contained in the Evidence of Coverage.

**Disputes arising from the following fully-insured Kaiser Permanente Insurance Company coverages are not subject to binding arbitration: 1) the Preferred Provider Organization (PPO) and the Out-of-Network portion of the Point-of-Service (POS) plans; 2) Preferred Provider Organization (PPO) plans; 3) Out-of-Area Indemnity (OOA) plans; and 4) KPIC Dental plans.*

By enrolling in a Kaiser Permanente plan, I understand that this action will serve as my electronic signature of agreement to the conditions provided in **Kaiser Foundation Health Plan Arbitration Agreement** (above) and that by law this electronic signature will have the same effect as a signature on a paper form.

Note: If you do not wish to accept the arbitration agreement above you must make a new Health Plan selection.

Go Back Submit

eBenefits – Self Service Online Enrollment

2019 Health Benefits Enrollment Summary Statement

This is a summary of the benefit elections you have made for Plan Year 2019 as of 1:08pm 08-31-2018. Please print a copy for your records at this time. **You will not be able to retrieve this election summary for printing at a later date.**

Health Benefits

| | Before Tax | After Tax | Full Cost |
|--|------------|-----------------------|---------------|
| Medical - Blue Shield Access+ Member plus one dependent | \$29.09 | \$0.00 | \$29.09 |
| Dependent | | Relationship Child | Enrolled Y |
| Dental - Delta Dental PPO Member plus one dependent | \$4.62 | \$0.00 | \$4.62 |
| Dependent | | Relationship Child | Enrolled Y |
| Vision Premier | | | Waived |
| Computer Vision Care (VDT) * Member Only | \$0.00 | \$0.00 | \$0.00 |

Life Insurance

| | Before Tax | After Tax | Full Cost |
|--|------------|-----------|-----------|
| Life - \$50,000 Basic Life Insurance * \$50,000 | \$0.00 | \$0.00 | \$0.00 |

Disability Insurance

| | Before Tax | After Tax | Full Cost |
|--|------------|-----------|-----------|
|--|------------|-----------|-----------|

Events Calendar

SAN FRANCISCO
HEALTH SERVICE SYSTEM

Open Enrollment Update | September 13, 2018

OCT. 1 – NOV. 2, 2018 BENEFIT FAIRS, FLU CLINICS, AND OE EVENTS

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--|--|--|--|--|
| <p>1 DEM 1011 TURK ST. ▲ Flu Shot Clinics 5am-9am & 11am-5pm 1st Floor lunchroom</p> <p>▲Employees with site access only.</p> | <p>2 SFFD HQ Open Enrollment & Flu Shot Clinic 8am-12pm 698 2nd St. SFFD Lobby</p> | <p>3 SFPW CAESAR CHAVEZ YARD ▲ Health Fair 9am-1pm 2323 Caesar Chavez St.</p> <p>▲Employees with site access only.</p> | <p>4 SFPD HQ Open Enrollment & Flu Shot Clinic 9am-4:30pm 1245 3rd St. Room 1025</p> | <p>5 HSA 1235 MISSION ST. Flu Shot Clinic 9am-1pm Bob Becker Room 3rd Floor</p> |
| <p>8 COLUMBUS DAY SFHSS CLOSED</p> <p>Health/Benefits Fair—Meet with vendors and benefits analysts, drop off OE forms.</p> <p>OE Events—Talk to a benefits analyst and drop off your enrollment form.</p> <p>Flu Shot Clinic—Get a free flu shot!</p> | <p>9 1650 MISSION ST. Open Enrollment & Flu Shot Clinic 9am-4pm 5th Floor Atrium</p> | <p>10 RECCSF ● Benefits Fair & Flu Shot Clinic 10am-12pm Scottish Rite Masonic Ctr. 2850 19th Ave.</p> <p>SFMTA PRESIDIO ▲ Flu Shot Clinic 10am-3pm 2610 Geary Blvd.</p> <p>●Retirees only. ▲Employees with site access only.</p> | <p>11 SFO Health Fair 11:30am-3:30pm Open Enrollment 9am-4pm Aviation Museum International Terminal</p> | <p>12 SFUSD Benefits Fair & Flu Shot Clinic 4pm-8pm James Lick Middle School Gymnasium 1220 Noe St.</p> |
| <p>15 HALL OF JUSTICE Open Enrollment & Flu Shot Clinic 9am-4:30pm 850 Bryant St. Room 551</p> | <p>16 PUC HQ Open Enrollment & Flu Shot Clinic 8am-3pm 525 Golden Gate O'Shaughnessy Room</p> <p>PUC HETCH HETCHY Open Enrollment & Flu Shot Clinic 7:30am-12pm 1 Lakeshore, Moccasin Administration Great Room</p> | <p>17 ONE SOUTH VAN NESS Benefits Fair & Flu Shot Clinic 9am-4pm 2nd Floor Atrium</p> | <p>18 SFMTA-MME ▲ Flu Shot Clinic 11am-4pm 601 25th St.</p> <p>▲Employees with site access only.</p> | <p>19 SF MAIN PUBLIC LIBRARY Open Enrollment & Flu Shot Clinic 9am-12pm 1001 Larkin St. Latino Hispanic Room</p> <p>LAGUNA HONDA HOSPITAL Open Enrollment 9am-4pm 375 Lagunas Honda Blvd. Conf. Room 2, P1191</p> |
| <p>22 ZSFG Open Enrollment 9am-4pm 1001 Potrero Ave., Cafeteria</p> <p>PUC MILLBRAE Flu Shot Clinic 7am-12pm 1000 El Camino Real San Mateo Conference Room</p> | <p>23 REC & PARKS Health Fair & Flu Shot Clinic 10am-2pm 1199 9th Ave. Golden Gate Park County Fair Building</p> | <p>24 CITY HALL Benefits Fair & Flu Shot Clinic 9am-3:30pm 1 Dr. Carlton B. Goodlett Pl. South Light Court</p> | <p>25 SFHSS WELLNESS CENTER Benefits Fair & Flu Shot Clinic 8am-5pm 1145 Market St. 1st Floor</p> <p>▲Employees with site access only.</p> | <p>26 SFHSS WELLNESS CENTER Benefits Fair 8am-5pm 1145 Market St. 1st Floor</p> |
| <p>29 SFHSS WELLNESS CENTER Benefits Fair 8am-5pm 1145 Market St., 1st Floor</p> <p>30 VAN NESS Flu Shot Clinic 10am-3pm 3rd Floor</p> | <p>30 SFHSS WELLNESS CENTER Benefits Fair 8am-5pm 1145 Market St., 1st Floor</p> <p>PUC PHELPS Flu Shot Clinic 8am-12pm 750 Phelps St. 931 Administration Annex</p> | <p>31 SFMTA FLYNN ▲ Flu Shot Clinic 10am-2pm 1940 Harrison St.</p> <p>Open Enrollment applications are due today by 5:00pm.</p> <p>▲Employees with site access only.</p> | <p>Nov. 1 WAR MEMORIAL Flu Shot Clinic 10am-2pm 401 Van Ness, Room 302</p> <p>PORT Flu Shot Clinic 7am-2pm Pier 1 Embarcadero Bayside 3</p> | <p>2 PUC NEWCOMB Flu Shot Clinic 7am-11am 1990 Newcomb Ave. Building 1 CCD Training Room</p> |

Free flu shot events are for adults only, first come, first served. Supplies are limited.

SFHSS.ORG

