# VCHRP LIFE EVENTS (Benefit Enrollments) USER GUIDE

To complete a New Hire/Rehire initial Benefits Enrollment or Mid-Year Change due to a qualifying life event online, complete the following steps (If you have any problems or cannot complete online, see your Departments HR Representative to complete a paper enrollment. Do not complete both a paper enrollment and online enrollment. This could cause delays and errors with your enrollment. Also, if you need to add a dependent and do not have documentation to enroll them, do not complete online enrollment. See your HR Department Rep to complete a paper enrollment and notify them of any issues with receiving the documentation required to add a dependent. Generally, documentation should be obtainable within the 31-day timeframe required for all New Hire/Rehire Enrollments and mid-year change life events.)

Log into VCHRP > Employee Self Service > Benefit Details (Tile)
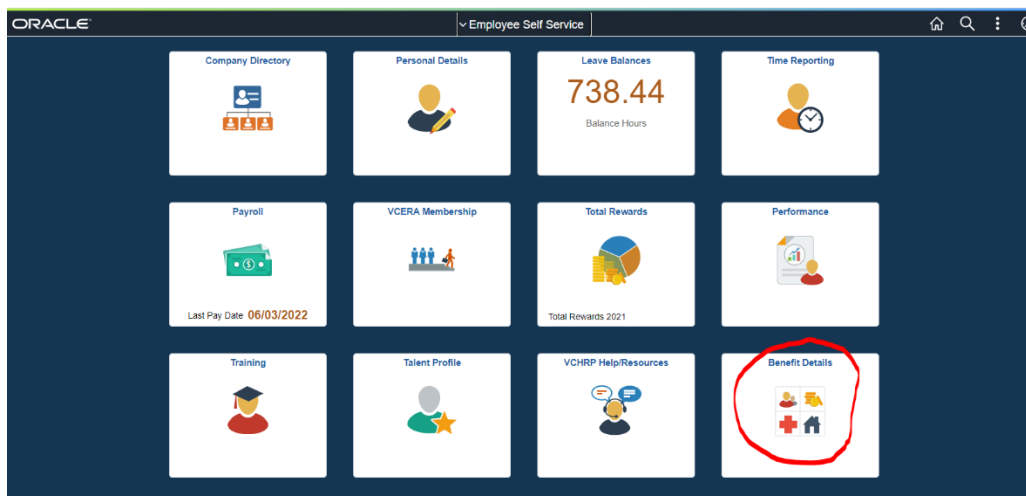
Click on the Life Events tab:
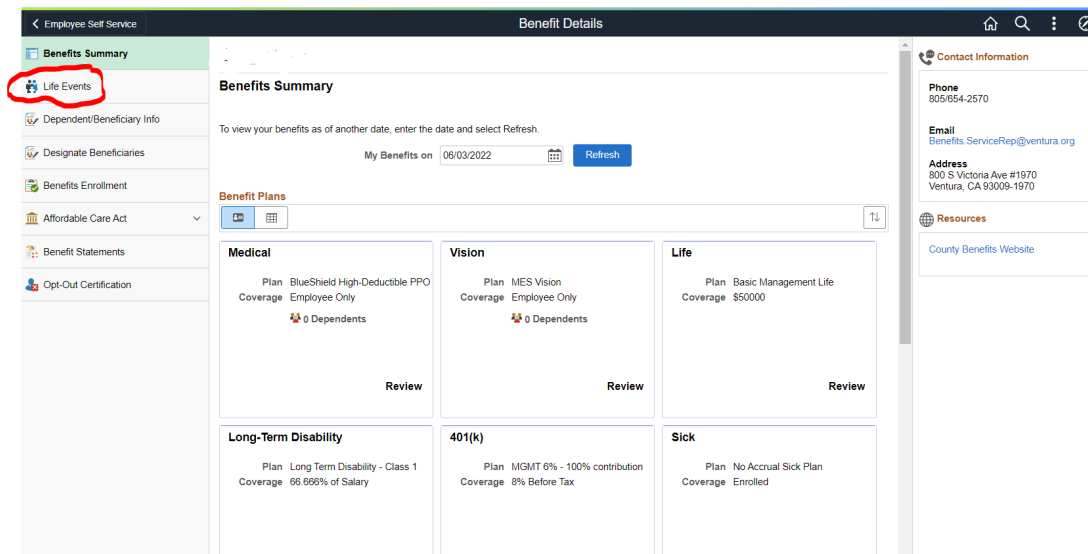
The "Start Life Event" button is accessible after you elect an event and populate the date. Choose your enrollment event and add the correct event date (Verify on your hire paperwork or verify with your HR Rep if you are unsure of your official hire date. It is usually the first day of a pay period, which is a Sunday.)

Review the Welcome page and click "Next."

Carefully Read the "Acknowledgement" and check the box "I Agree", then click "Save", then click "Next."

Document Upload:

Next, Add Dependent Documentation if adding dependents to plans (or adding a new dependent in the event of a mid-year change, such as marriage or birth).
Note: If you do not have the needed documentation, "cancel" the life event and immediately contact your HR Representative, as noted in the previous direction above, to complete a paper enrollment.
Note: For newborns, the "Verification of Life" letter provided by most hospitals at discharge is accepted in place of a newborn's (only) birth certificate (It is not the unofficial birth certificate you sometimes receive as a memory in the packet). It is a typed document signed by the physician.
Note: For Domestic Partners, you will need to submit the Declaration of Domestic Partnership **and** the completed last page of the Domestic Partner Packet found on the correct plan year's page of the County of Ventura's Benefits page: **https://hr.ventura.org/benefits.** Upload the DP Declaration and the last page of the DP packet to enroll your dependent.
If your life event type does require documentation, you will upload by finding the file to upload from your computer by clicking the "Add Attachment" button, then "Save" to save it to the event. Then click "Next."

X Exit	Marriage	⋮

Cancel | ❮ Previous | Next ❯

Welcome to the Marriage Event
⊘ Complete

Acknowledgement
⊘ Complete

Document Upload
🟡 In Progress

Fluid Benefit Enrollment
○ Not Started

Summary
● Visited

Help

Document Definition - New Attachment

💬 Instructions

Click the "Add Attachment" button below, upload the document(s), and click Save.

▼ **Selection Criteria**

Description   Marriage Certificate

Subject   Marriage Certificate

Attachment

Add Attachment

Save

Go To Life Events - Document Upload

Now you can start your enrollment. Click "Start Enrollment" and "Next."

X Exit	Marriage	⋮

Cancel | ❮ Previous | Next ❯

Welcome to the Marriage Event
⊘ Complete

Acknowledgement
⊘ Complete

Document Upload
⊘ Complete

Fluid Benefit Enrollment
● Visited

Summary
● Visited

Fluid Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed. Select the 'Start My Enrollment' pushbutton to begin your benefit enrollment.

Start My Enrollment

Fluid Benefit enrollment Page: On this page, make election enrollments or changes for each eligible benefit type. As a reminder, it is a County policy that all regular status employees must enroll in a medical plan option. If you fail to submit a paper or online medical election within 31 days, including your hire date, you will be defaulted into the lowest cost HMO plan available to you at employee-only coverage, with an effective date of the first day of the pay period that includes your 60th day of employment. The 31-day deadline applies.

Note: You can access each plan type by clicking on each tile. You can change the view from tiles to line items by clicking the two icon images under Benefit Plans. Once you have completed your enrollment elections, **YOU MUST click the blue "Submit Enrollment"** button. If you don't, your enrollment will NOT be submitted and will not be processed. If you fail to submit your enrollment via the "Submit Enrollment" button, it is the same as if you did not submit your enrollment within the deadline and would still be defaulted if you didn't return and submit it before the deadline. Once you click the "Submit Enrollment" button, you can view an "Election Preview" statement and print or save it for your records.

****Note: If enrolling dependents in plans, see the additional Enrolling Dependents step below*****.

Elections Preview Statement: A box will appear once you click the "Submit Enrollment" button. Click "View" to see your "Preview Statement" right away. Seeing the box to view the preview statement indicates you have successfully submitted your enrollment. Once you click "View," you will see your Preview Statement. Review and save a copy for your records. If you review and find you made an error, make the corrections on the plan/dependent you made the error or change and click the "Submit Enrollment" button again to save your corrections. You will see a new pop-up box where you can click "view" to see your latest Preview Election Statement. Once you've verified your enrollments are correct, save the Preview Statement, click "Next" on the Fluid Benefits Enrollment page.

County of Ventura
MGMT M4 Employees

COUNTY of VENTURA
County Executive Office
Human Resources/Benefits

ELECTIONS PREVIEW
EVENT MAINTENANCE MGT
Event Date: 06/03/2022

Employee ID:

This election preview records your benefit selections, costs, and dependent information for this event. If no additional changes are made before this event closes, these elections will be finalized (after County Benefits has confirmed eligibility for plan and/or dependent changes). For plan information, please visit the County Benefits website (https://hr.ventura.org/benefits). You may also contact County Benefits at Benefits.ServiceRep@ventura.org or (805) 654-2570. Please keep a copy of this form for your records.

PERSONAL INFORMATION

Home Address	, Ventura, CA 93004
Mailing Address	, Ventura, CA 93004
Email Address	
Birthdate	

BIWEEKLY COST SUMMARY   **AMOUNT**

Total Pay Period Deduction from Pay	$ 235.41
Total Pay Period Cost	$ 857.41
Total Pay Period Credit	$ 622.00
Credit Rollover to	Cash

ELECTION SUMMARY

Benefit	Coverage	Annual Pledge	Your Biweekly Cost
BlueShield High-Deductible PPO	EE + 1		$ 133.38
Dental	No Coverage		
MES Vision	EE Only		$ 2.03
Flex Spending Health Care			
Flex Spending Dependent Care			
HealthEquity HSA		$ 2,400.00	$ 100.00
Flex Spending Limited Purpose			

DEPENDENTS

Name	Date of Birth	Relationship
		Spouse

DEPENDENT ENROLLMENTS

Benefit Option	Dependent
BlueShield High-Deductible PPO	Patrick Coray

Then click "Complete" on the "Summary" page. This will end your enrollment event.

*****Enrolling Dependents*****

If you need to enroll or add dependents, you must follow these steps in each benefit plan you wish to enroll them.

Once you access a plan type (medical, dental, vision) tile on the Fluid Benefits Enrollment page, plan options available for you to enroll. If you already have eligible dependents in VCHRP, you will see their names in the dependent section. If you need to add a new dependent, you will need to click the Add/Update Dependent button. Complete their information, including their name, relationship to you, DOB, SSN, etc. Do this for all dependents you need to enroll in plans. Once you've added any dependent information, you need to decide which dependents you are enrolling in each of your plans. If you want to enroll dependents in a plan type (medical, dental, vision), you will need to make sure the box next to their name in that plan type is checked. The same is true if you don't want a dependent enrolled in a plan type; you would need to make sure the box next to their name is not checked. Once you've made any changes/enrollments needed in one plan type, click the "Done" button. You would repeat this for all plan types you want them enrolled in. For example, just because you enroll a dependent in medical doesn't mean you've enrolled them in your vision plan. For Clarification you add dependents in your Fluid Enrollment Step. They should be added before you complete your enrollment elections and click the "Submit Enrollment" button.

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