

VCHRP User Guide for Employee Self Service

Benefits Details Tile

- View Basic Benefit Enrollment Information
- Benefit Statements (Open Enrollment and Mid-Year Changes)
- Designate Beneficiaries
- Life Events- Start an online mid-year change Life Event and submit to Benefits for review and processing.
- Affordable Care Act (ACA)
 - Online Consent
 - View Form 1095-C Documents (These are from the employer and only show eligibility/Employee enrollment. This does not show dependent enrollment and is not what is needed for taxes. That is a form 1095-B and is provided to you by the insurance company.)
- Opt-Out Certification-
 - Only accessible if you opt-out of County medical insurance.
 - If you are a medical opt-out, you will need to recertify your opt-out information during open enrollment each year.
 - Or if you receive a request during the year (via a request from the Benefits Service Representative, or an email.)
 - Or if any of your previously reported opt-out information changes. If this occurs, you should update your information and add a copy of your insurance card in this tile and submit / recertify your information.

The screenshot shows the Employee Self Service dashboard with a grid of 12 tiles. The 'Benefits Details' tile is highlighted with a red border. The tiles are:

- Company Directory
- Leave Balances: 696.72 Balance Hours
- Time Reporting
- VCERA Membership
- Total Rewards: 01/01/2023 - 12/31/2023
- Training
- Talent Profile
- VCHRP Help/Resources
- Payroll: Last Pay Date 06/28/2024
- Personal Details
- Benefits Details** (highlighted)
- Performance

Benefits Summary

View your plan enrollment information. You can click on each plan for any additional plan information available.

Benefit Details

Benefits Summary



Benefits Statement



2023 Confirmation

Benefits Enrollment



Dependent/Beneficiary



3 Dependents
3 Beneficiaries

Designate Beneficiaries



Life Events



Start a Life Event

View Form 1095-C



Tax Year 2023

Form 1095-C Consent



Consent Granted

Opt-Out Certification



Benefits Summary

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on

Benefit Plans

Enrollment Type	Plan	Coverage / Participation	Dependents or Beneficiaries	Actions
Medical	BlueShield High-Deductible PPO	Employee Only	0 Dependents	<input type="button" value="Review"/>
Vision	EyeMed Vision	Employee Only	0 Dependents	<input type="button" value="Review"/>
Life	Basic Management Life	\$50000		<input type="button" value="Review"/>
Long-Term Disability	Long Term Disability - Class 1	66.666% of Salary		<input type="button" value="Review"/>
401(k)	MGMT 6% - 100% contribution	25% Before Tax		<input type="button" value="Review"/>
457 Fidelity		Waived		<input type="button" value="Review"/>
Sick	No Accrual Sick Plan	Enrolled		<input type="button" value="Review"/>
Vacation	Annual Leave MGMT/CJAA<10yrsFT	Enrolled		<input type="button" value="Review"/>
Holiday PTO	Holiday Banked - PTO	Enrolled		<input type="button" value="Review"/>
Health Savings Account	HealthEquity HSA	\$3,900		<input type="button" value="Review"/>

Medical



My Benefits on 07/02/2024
This is Current Enrollment

For additional information about the medical plan that you're enrolled in, click on the link under "Resources" on this page or refer to Chapter 2 of the Benefit Plans Handbook (the handbook can be found on our website: <https://hr.ventura.org/benefits>).

Enrolled Plan BlueShield High-Deductible PPO ⓘ

Plan Provider BLUE SHIELD OF CALIFORNIA

Coverage Employee Only

Group Number W0067449

Covered Dependents

You do not have any dependents covered.

Contact Information

Phone
805/654-2570

Email
Benefits.ServiceRep@ventura.org

Address
800 S Victoria Ave #1970
Ventura, CA 93009-1970

Resources

[Blue Shield of CA](#)

Benefits Statements

Benefit Details

This is where you will find any open enrollment statements, based on your mid-year change and/or open enrollment submissions, as well as your open enrollment confirmation statements. Open Enrollment confirmation statements are added to this tile once open enrollment closes and processed each year.

Benefits Statement

Statement Type

8 rows

Event Date ↑↓	Issue Date ↑↓	Enrollment Event ↑↓	Statement Type ↑↓
12/24/2023	12/08/2023 11:54:34AM	MGMT OE PY 2024	Confirmation Statement >
12/24/2023	11/01/2023 8:21:23AM	MGMT OE PY 2024	Submitted Enrollment >
12/25/2022	12/17/2022 9:23:52AM	MGMT OE PY 2023	Confirmation Statement >
12/25/2022	11/21/2022 8:59:03AM	MGMT OE PY 2023	Submitted Enrollment >
12/26/2021	12/07/2021 9:02:33AM	MGMT OE PY 2022	Confirmation Statement >
12/26/2021	11/29/2021 9:27:50AM	MGMT OE PY 2022	Submitted Enrollment >
12/27/2020	11/18/2020	MGMT OE PY 2021	Enrollment Preview >
12/29/2019	11/12/2019	MGMT OE PY 2020	Enrollment Preview >

Benefits Enrollment

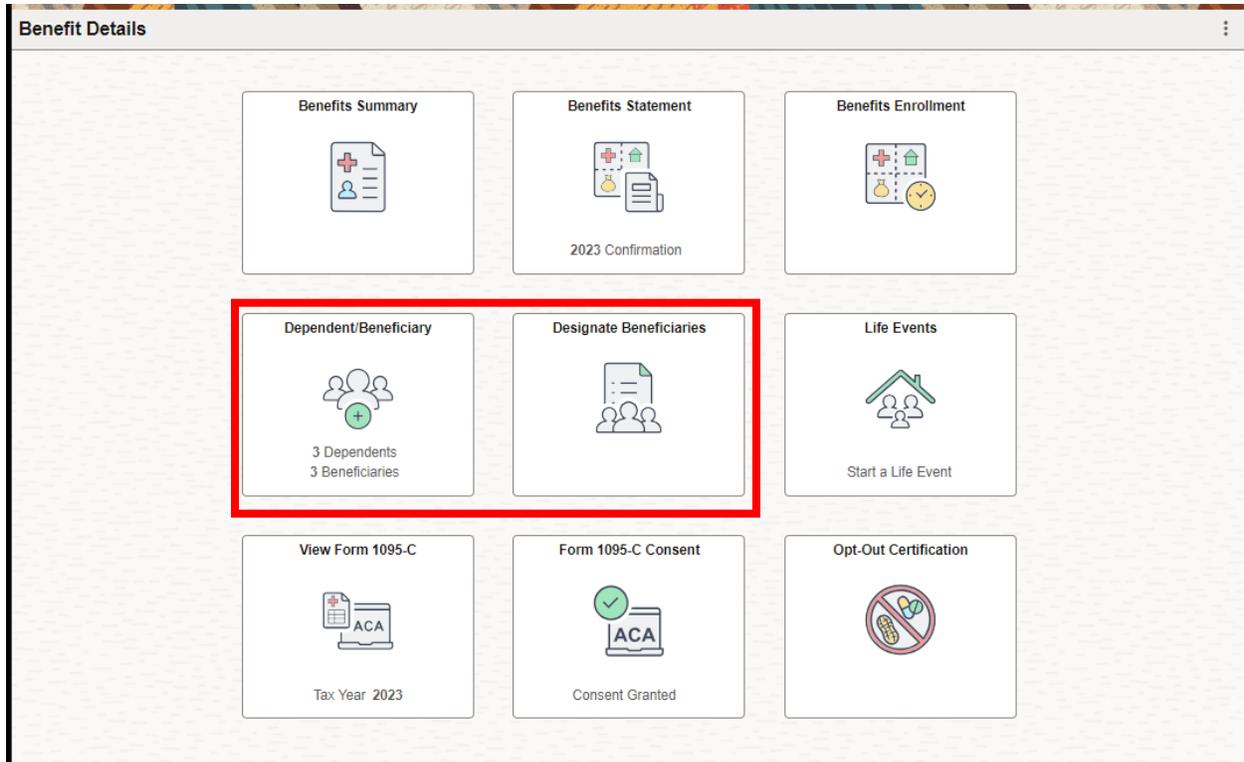
This tile will only open if you have an open Life Event or Open Enrollment event.

Benefit Details

Benefits Summary  Benefits Summary	Benefits Statement  2023 Confirmation	Benefits Enrollment  Benefits Enrollment
Dependent/Beneficiary  3 Dependents 3 Beneficiaries	Designate Beneficiaries  Designate Beneficiaries	Life Events  Start a Life Event
View Form 1095-C  Tax Year 2023	Form 1095-C Consent  Consent Granted	Opt-Out Certification  Opt-Out Certification

Dependent/Beneficiary and Designate Beneficiaries

Note: You must add ALL your Beneficiary/Dependent Information in the Dependent/Beneficiary tile before you can Designate that Beneficiary in the Designate Beneficiaries tile. If it won't allow you to designate a beneficiary in the Designate Beneficiaries tile it is because there is a required piece of information for a Beneficiary missing under the Dependent/Beneficiary tile.



Designate Beneficiaries

- Choose what benefits to elect beneficiaries for via the drop-down menu at the top of the page.
- Elect one or more Primary Beneficiaries using the + button to add a new row if needed.
- Make sure the Beneficiary Percentage equals 100%.
 - Elect one or more Contingent Beneficiaries following the same criteria as noted above for Primary Beneficiaries.
- Click the Save and Sign button to finalize your choices.
- You can make new elections at any time by visiting this page. Make sure to click the Sign and Save button each time you update beneficiaries.

Designate Beneficiaries

Designate Beneficiaries

Select Benefits

*Select the Type of Benefits to View/Update

- Salary/Wages, Leave and Comp
- Accidental Death Benefit
- Death Benefit-Flexible Benefit
- Life Insurance-Basic
- Salary/Wages, Leave and Comp

Salary/Wages, Leave and Compensatory Time

For purposes of distributing all monies that would have been payable directly to me upon my death (including, but not limited to, all salary/ wages, all accrued sick/vacation/annual leave, all accrued compensatory time, all expense reimbursement claims, all dependent/health care reimbursement claims, etc), upon my death, all proceeds are to go directly to:

Primary Beneficiary(ies)

Name of Beneficiary	Relationship To You	*Beneficiary Percentage
<input type="text"/>	Spouse	<input type="text" value="100"/>

Contingent Beneficiary(ies)

Name of Beneficiary	Relationship To You	*Beneficiary Percentage
<input type="text"/>	Child	<input type="text" value="100"/>

Certification of Information Entered

I certify (or declare under the penalty of perjury) that the information provided above is true and correct to the best of my knowledge and belief and accurately reflects my express desires with respect to distribution of the named funds upon my demise.

Save & Sign

Saved and Signed on 2021-02-04-08.28.10.000000

Life Events

If you need to submit a mid-year election change for (medical, dental, vision, FSA's or Health Savings Accounts).

- See Benefit Plans Handbook by Clicking on the Benefits link and the correct plan year link at: <https://hr.ventura.org/benefits> for specific information about mid-year changes.
- See the Open Enrollment User Guide on the specific plan year page for detailed step-by-step instructions about submitting a mid-year change (Life Event). Other than the open enrollment event, the Mid-Year Change Online Life Event has a similar process as open enrollment. (Access the event, choose the type of event, choose the date of the event. Once you've made all your elections, make sure to click the Submit Enrollment button to submit the event to the Benefit Service Representative for review, approval and processing.)

https://vcportal.ventura.org/CEO/benefits/docs/py2024/2024_OE_VCHRP_EE_User_Guide.pdf

The screenshot shows a 'Benefit Details' interface with a grid of nine options. The 'Life Events' option is highlighted with a red border. The options are:

- Benefits Summary**: Icon of a document with a cross and a person.
- Benefits Statement**: Icon of a document with a cross, a house, and a dollar sign. Text below: 2023 Confirmation.
- Benefits Enrollment**: Icon of a document with a cross, a house, a dollar sign, and a checkmark.
- Dependent/Beneficiary**: Icon of three people with a plus sign. Text below: 3 Dependents, 3 Beneficiaries.
- Designate Beneficiaries**: Icon of a document with two people.
- Life Events**: Icon of a house with two people. Text below: Start a Life Event. (This option is highlighted with a red border.)
- View Form 1095-C**: Icon of a document with a cross and 'ACA'. Text below: Tax Year 2023.
- Form 1095-C Consent**: Icon of a document with a checkmark and 'ACA'. Text below: Consent Granted.
- Opt-Out Certification**: Icon of a crossed-out pill and a person.

View Form 1095-C

This form is required to be distributed by employers under the Affordable Care Act (ACA). This is not the form needed/requested for taxes. The form related to taxes is Form 1095-B distributed by your medical insurance company. If you need/want a copy of that form, you will need to contact your medical insurance company directly.

Consent to online 1095-C

By consenting to receive this form electronically we can get this form to you sooner within VCHRP (View Form 1095-C), mailing through USPS is not required when you elect this option. Also, if you term employment during the year, we will reset the consent and send you a paper copy at the end of the year.

The image shows a screenshot of a web application interface titled "Benefit Details". The interface features a grid of nine interactive cards. The first row contains "Benefits Summary", "Benefits Statement" (with a sub-label "2023 Confirmation"), and "Benefits Enrollment". The second row contains "Dependent/Beneficiary" (with sub-labels "3 Dependents" and "3 Beneficiaries"), "Designate Beneficiaries", and "Life Events" (with sub-label "Start a Life Event"). The third row contains "View Form 1095-C" (with sub-label "Tax Year 2023"), "Form 1095-C Consent" (with sub-label "Consent Granted"), and "Opt-Out Certification". A red rectangular box highlights the "View Form 1095-C" and "Form 1095-C Consent" cards.

Opt-Out Certification:

Use this Step-by-Step User Guide to complete Medical Opt-Out Certification:

https://vcportal.ventura.org/covid19/docs/VCHRP_OptOut_Certification_Page-User_Guide.pdf

Notes: On Opt Out Certification User Guide Benefits Tile has been renamed to Benefits Details.

The screenshot displays a user interface titled "Benefit Details" with a grid of nine interactive tiles. The tiles are arranged in three rows and three columns. The "Opt-Out Certification" tile in the bottom right corner is highlighted with a red border. Each tile contains an icon, a title, and some status information.

Tile Title	Icon Description	Status/Text
Benefits Summary	Medical cross and person icon	
Benefits Statement	Medical cross, house, and document icon	2023 Confirmation
Benefits Enrollment	Medical cross, house, and clock icon	
Dependent/Beneficiary	Group of people with a plus sign icon	3 Dependents 3 Beneficiaries
Designate Beneficiaries	Document and people icon	
Life Events	House and people icon	Start a Life Event
View Form 1095-C	Document with ACA logo icon	Tax Year 2023
Form 1095-C Consent	Document with ACA logo and checkmark icon	Consent Granted
Opt-Out Certification	Medical cross with a red prohibition sign icon	