

## Want to make changes to your PEBB coverage? Here's how

The PEBB Program's open enrollment (November 1 – 30, 2011) is your opportunity to make changes to your PEBB account effective January 1, 2012. Based on the type of change you wish to make, here's how to make those changes:

### Change your medical and dental plan

You can change your plan(s) one of two ways:

1. Go to PEBB's website at [www.pebb.hca.wa.gov](http://www.pebb.hca.wa.gov) and select *Change My Plan Online*.
2. Complete a [2012 Employee Enrollment/Change](#) form, found on PEBB's website or through your employer's personnel, payroll, or benefits office.

### Add a family member to your PEBB coverage

You must complete the [2012 Employee Enrollment/Change](#) form as described under "Change your medical and dental plan." You cannot add a family member online.

**Note:** You must provide copies of [documents](#) that prove your added family members' eligibility during open enrollment, or they will not be enrolled.

### Disenroll family members from your PEBB coverage

You can do this by following one of the steps described under "Change your medical and dental plan."

### Waive PEBB medical coverage, if you have other comprehensive group medical coverage

You can do this by following one of the steps described under "Change your medical and dental plan."

**Note:** You can only waive your PEBB medical coverage if you have other comprehensive group medical coverage. You cannot waive dental, basic life, and basic long-term disability insurance for yourself. If you waive medical coverage for yourself, you cannot enroll eligible family members in PEBB medical coverage.

### Enroll or reenroll in the flexible spending account (FSA) or Dependent Care Assistance Program (DCAP)

You can enroll or reenroll in these products one of two ways:

1. Go to ASIFlex's website at <http://pebb.asiflex.com/> and select the *Enroll in the FSA/DCAP* button.
2. Complete and submit a [2012 Enrollment Form](#), found on ASIFlex's website or through your employer's personnel, payroll, or benefits office.

**Note:** If you are currently enrolled in an FSA and want to enroll in a consumer-directed health plan (CDHP) for 2012, you must spend all of your FSA dollars by December 31, 2011. If you enroll in an FSA or if you are covered under a spouse's FSA in 2012, you cannot enroll in a CDHP with a health savings account (HSA) in 2012.

### **Waive your participation (or reenroll) in the state's Premium Payment Plan**

Complete and submit the *Premium Payment Plan Election/Change Form* (formerly called the *Section 125 Waiver Form*) to your employer's personnel, payroll, or benefits office. You can find this [form](#) on PEBB's website, or through your personnel, payroll, or benefits office.

**Note:** The state's Premium Payment Plan allows you to deduct your medical plan's premiums from your paycheck before taxes. This reduces your taxable income, and saves you money. If you wish to have your premium deducted from your paycheck after taxes (that is, waive your participation in the state's Premium Payment Plan) or reenroll in the state's Premium Payment Plan after previously waiving your participation, you must submit the form during an open enrollment or a special open enrollment as defined in Washington Administrative Code (WAC) [182-08-199](#).

### **Where can I get more information?**

Employees will have many opportunities to learn more about their benefits during the upcoming open enrollment: through the October issue of [For Your Benefit](#); at the [benefits fairs](#); on PEBB's website; and on the health plans' and other vendors' [websites](#). Your employer's personnel, payroll, and benefits office can also help you find more information to make decisions. Don't miss the chance to take action during open enrollment and ensure that your plans still fit you best.