

STATE PLAN MAKING CHANGES IS EASY!

If you wish to make a change to your State Plan benefits due to a Special Enrollment Event (ie. marriage, birth, divorce, gain/loss of coverage, etc.) you must do so within 60 days of the date of the event (91 days if the event is birth or adoption). For details on Special Enrollment Events, State Plan benefits, payments, and more, contact the Health Care & Benefits Division (HCBD).



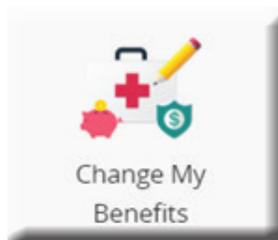
What will I need?

Special Enrollment documentation (ex: marriage certificate, divorce decree, birth certificate) to upload during online enrollment.

Get started

Visit www.benefits.mt.gov, click on the green Existing Member Benefit Changes button, and login by entering your user name and password. (If accessing on the State of Montana network, you will automatically enter the system and will not be required to register.)

If you are a first-time user, click on 'Register' to set up your user name, password and security questions. Our 'Company Key' is stateofmontana (note: it's case sensitive).

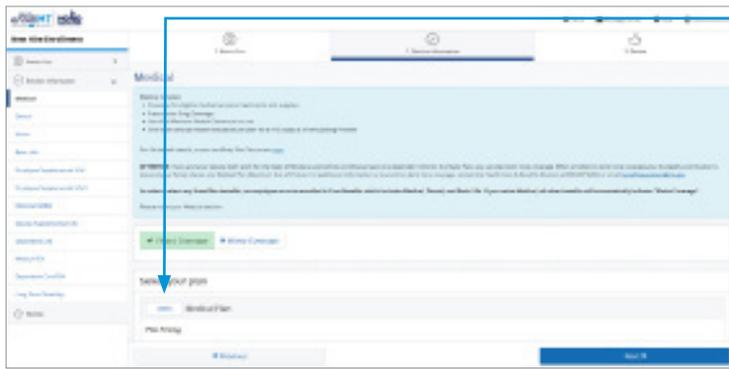


Forgot your user name or password?

1. Visit www.benefits.mt.gov click on the green Existing Member Benefit Changes button, and click on the 'Forgot your user name or password?' link.
2. Enter your social security number, company key and date of birth.
3. Answer your Security Phrase.
4. Enter and confirm your new password, then click 'Continue' to return and login.

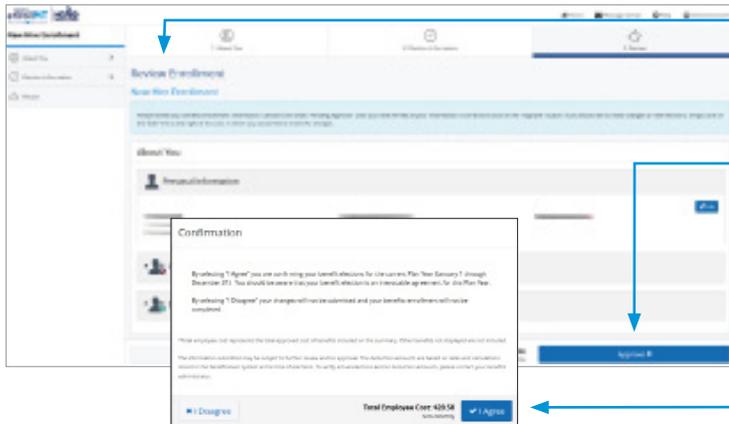
Begin enrollment for mid-year change election

1. Click Change My Benefits.
2. Select the qualifying event that applies to you.
3. Select the date of the event and click continue.



Make your elections

Review your options as you walk through the enrollment process. Click 'Select' on the plan(s) you would like to choose. Track your choices along the left side which updates with your total cost.



Review your elections

Review, edit and approve your personal information, elections, dependents and beneficiaries.

Approve

Once you have reviewed your elections and they are accurate, click 'Approve' to continue.

Confirm your choices

Your enrollment isn't complete until you confirm your benefit elections and cost.

Print

Print your election information and confirmation number for future reference or save it to your Message Center.



Enroll On The Go

Enroll in your benefits from your mobile device. Download the MyChoice Mobile app by searching MyChoice Mobile in your app store. In order to sync the MyChoice Mobile app you will need an access code which is available on the home page of the enrollment system.

Want to view your current benefits, or update your beneficiaries?

- You have year-round access to your benefit summary and specific benefit elections.
- Click 'Benefits Summary' on the homepage to review your current benefits.
- Click Change my benefits, click basic info then change my beneficiary.

Access for updates year-round

You will have access year-round to make updates:

- Birth of a child
- Marriage/Divorce
- Dependent Gains Coverage or Loses Coverage

Questions

Your enrollment isn't complete until you confirm your benefit elections and cost. If you have any questions, please contact HCBD at (800) 287-8266, (406) 444-7462, TTY (406) 444-1421, or via email at benefitsquestions@mt.gov.