

COMPLETE YOUR STATE PLAN ENROLLMENT

You must enroll within 31 days of your date of hire (or the date you became eligible for benefits) in order to take full advantage of all the State Plan benefits. For details on benefits, payments, enrollment, and more, contact the Health Care & Benefits Division (HCBD).

Employees who enroll in the State Plan must enroll in Medical Benefits, which include all of the following:

- Medical coverage
- Prescription Drug coverage
- Basic Vision coverage (\$10 copay for an eye exam per member at an in-network provider)
- Basic Life Insurance (\$14,000 of coverage)

Employees are eligible for the following optional benefits:

- Dental coverage
- Vision Hardware coverage
- Medical coverage for dependent(s)
- Long-term Disability (LTD) coverage
- Additional life insurance for you and/or your dependents
- Accidental Death & Dismemberment (AD&D) coverage
- Flexible Spending Accounts (FSAs) for medical and/or dependent care

Enrollment Information

- Enroll within 31 days of your date of hire or eligibility in order to take full advantage of all State Plan benefits available to you.
- To add a spouse/domestic partner or child(ren) to the State Plan, you must provide proof of eligibility before they are enrolled. Once verification is provided, dependent coverage is placed retroactively to the effective date and any retroactive contributions will be withheld from your paycheck.
- If you waive coverage, or do not enroll within the 31 day eligibility period, you may be able to join the State Plan at a later date, but you will only be eligible for State Plan medical/dental benefits for yourself. You will not be able to add a dependent(s) to the plan or elect optional benefits without a Special Enrollment Period or until the Open Enrollment Period.
- For more information on eligibility, refer to the Wrap Plan Document at benefits.mt.gov/publications or contact HCBD.



Get Started

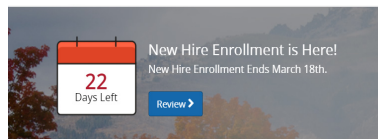
Visit benefits.mt.gov, click the 'Benefit Enrollment and Changes' button and login by entering your user name and password. *(If accessing on the State of Montana network, you will automatically enter the system and will not be required to register.)*

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

 A screenshot of the login/register page. It features a "Welcome" header, a "User Name" field with a "case sensitive" note, a "Password" field with a "case sensitive" note, a "Login" button, a "Forgot your user name or password?" link, and a "First time here? Register to create your user name and password." section with a "Register" button.

Forgot User Name or Password

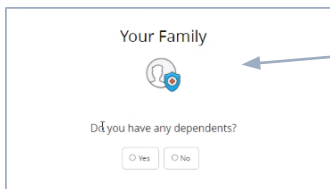
1. Visit benefits.mt.gov, click 'Benefit Enrollment and Changes' button, then click on the 'Forgot your user name or password?' on the login screen.
2. Enter your social security number, company key and date of birth, and answer your Security Phrase.
3. Enter and confirm your new password, then click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



Begin Enrollment

Click 'Start Here' and follow the instructions to enroll in your benefits or waive coverage. You must make your elections by the deadline shown on the calendar. If you miss the deadline you will not be able to add a dependent(s) to the plan or elect optional benefits without a Special Enrollment Period or until the Open Enrollment Period.

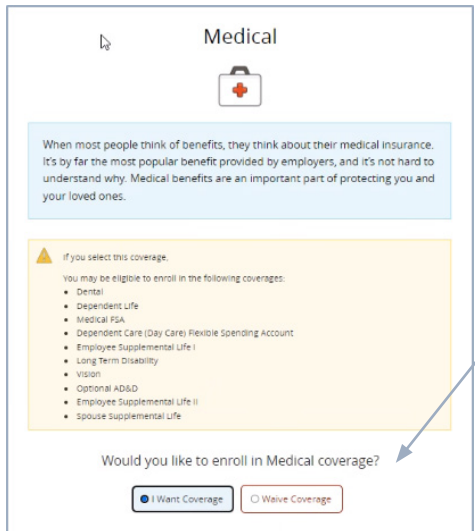




Review Personal Data, Add Dependents

Review your personal data on the “About You” page. If there is an error, contact your agency’s Human Resource Office.

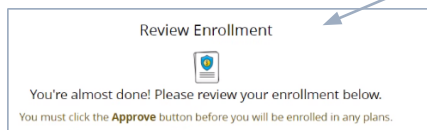
If you are adding dependents to your benefit plan or adding spouse life, enter your dependent(s) detail on the “Your Family” page.



Make Elections

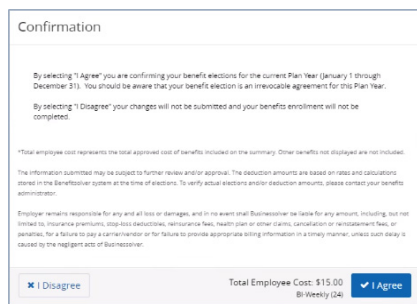
Begin your benefit elections by indicating that you want to enroll in State Plan benefits. Follow the prompts to elect each of your coverage options.

Note: You will make your vision election at the same time you make your medical election. Any dependents added to your medical coverage will also be added to your vision election.



Review Enrollment Summary Page

Once you have made each of your coverage elections, carefully review the enrollment summary page. If everything is correct, select “Approve” at the bottom of the page.

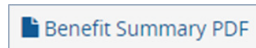


Finalize Elections

Your benefit elections are not confirmed until you select “I agree.”

Save Benefit Summary

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 for Apple or Android devices. To setup secure access to your account in the app, scan your unique QR code which is available on the home page of the enrollment system.

Access Updates Year-Round

You have access to your benefit summary and specific benefit elections through the MyChoice Mobile App or through benefits.mt.gov and selecting “Existing Member Benefit Changes.”

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 contact HCBG by calling (800) 287-8266, (406) 444-7462, TTY (406) 444-1421, or emailing benefitsquestions@mt.gov.

