

STATE PLAN ENROLLMENT IS EASY

Complete Your State Plan enrollment today! 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 State Plan coverage must enroll in Core Benefits.

Core Benefits

- Medical Plan - includes prescription drug coverage and an annual eye exam
- Dental Plan
- Basic Life Insurance (\$14,000)

Employees are also eligible for the following benefits.

Optional Benefits

- Medical and/or dental coverage for dependents
- Vision Hardware Plan
- Additional life insurance for you and/or your dependents
- Long-term Disability (LTD) Plan
- Accidental death & dismemberment (AD&D) coverage
- Flexible spending accounts for medical and/or dependent care

Enrollment Information

- There are some benefits you will not be eligible for if you do not enroll within the first 31 days of your date of hire or eligibility.
- If you add a spouse/domestic partner and/or dependents, you must provide documentation showing proof of their eligibility before coverage is placed.
- 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 on the enrollMT 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).

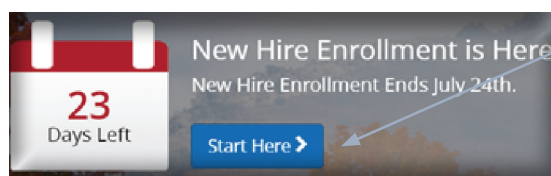
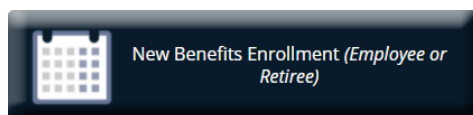
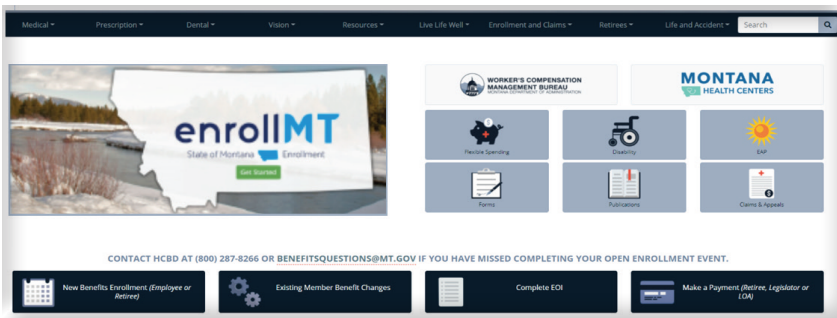
Forgot User Name or Password

1. Visit benefits.mt.gov click on the enrollMT 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

Click 'Start Here' and follow the instructions to enroll in your benefits or waive coverage.

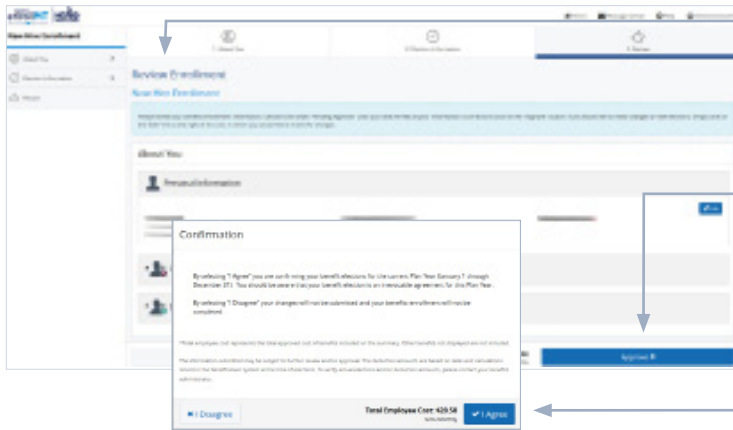
You must make your elections by the deadline shown on the calendar. If you miss the deadline you will waive any electable benefit coverage, and have to wait until the next open enrollment period to enroll.





Make 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 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 Choices

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

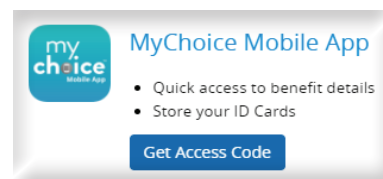


Print

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.



Access Updates Year-Round

You will have access year-round to make updates:

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

View Current Benefits and/or Update 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.

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.