

STATE PLAN MID-YEAR BENEFIT CHANGES

If you wish to make a change to your State of Montana Benefit Plan (State Plan) due to a Special Enrollment Event (i.e. 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).

A white login and registration form. It has a "Welcome" header. Below it are fields for "User Name *" and "Password *", both marked as "case sensitive". There is a blue "Login >" button. Below the button is a link "Forgot your user name or password?". At the bottom, it says "First time here? Register to create your user name and password." with a blue "Register" button.

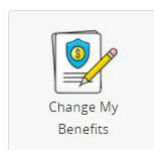
What will I need?

Special Enrollment documentation showing proof of event (ex: marriage certificate, divorce decree, birth certificate, proof of loss/gain of other coverage), to upload during on-line enrollment or email to benefitsquestions@mt.gov.

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).



Forgot User Name or Password

1. Visit benefits.mt.gov click the Existing Member Benefit Changes, 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.

▼ LIFE EVENT
Examples: Marriage/Divorce Birth/Death
Accidental Death & Dismemberment Election
Birth or Adoption
Dependent Gains Benefits Elsewhere
Dependent Loses Coverage Elsewhere
Divorce / Legal Separation / Dissolution of Domestic Partnership
Employee Gains Benefits Elsewhere
Enroll in Core Benefits- Employee Only Coverage
Marriage / Establishment of Domestic Partnership
Tobacco Surcharge Update
Update Dependent Demographic Information Only

Begin Enrollment For Mid-Year Change Election

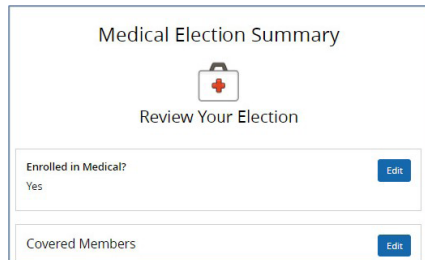
1. Click 'Change My Benefits.'
2. Select the special enrollment event that applies to you.
3. Select the date of the event and click continue.





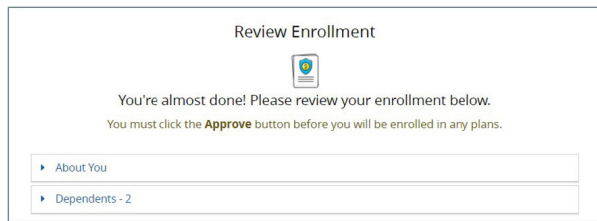
Adding Dependents

If you are adding dependents to your State Plan due to a Special Enrollment event and the dependent is not listed on the "Review Your Dependents" screen, select "Add a New Dependent." If you are not adding a dependent, select "Looks Good" to continue making your election changes.



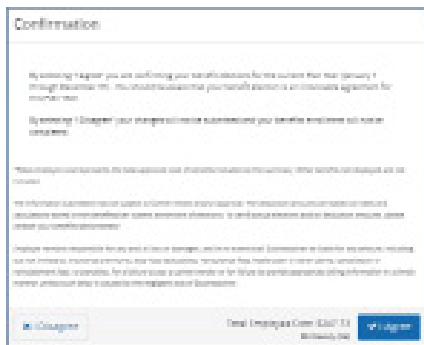
Changing Benefit Elections

To add or remove coverage for yourself due to a Special Enrollment Event, select "Edit" next to the "Enrolled in Medical" and then select "I Want Coverage" or "Drop Coverage."



To add or remove a dependent due to a Special Enrollment Event, select "Edit" under "Covered Members" and add or remove the check box next to the dependents name.

Continue through each election and when everything is accurate, select "Looks Good."

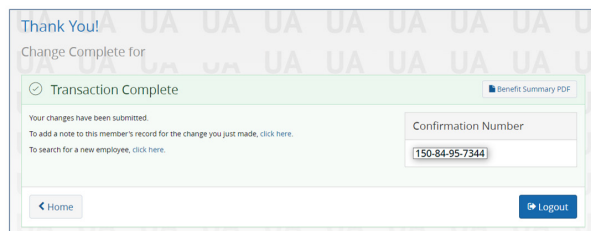


Review Enrollment Summary Page

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 Mid-Year Change

Your enrollment isn't complete until you approve your benefit elections and cost, then 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.

Questions

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

