A black and white photograph of a hand holding a fountain pen, writing in a spiral notebook. The pen is a classic fountain pen with a silver nib. The notebook is open, and the word 'LUNCH' is visible on the page. The background is slightly blurred, showing a pair of glasses and another pen. The entire image is framed within a hexagonal shape with a green border.

# Wellness Year Round Enrollment: How To

# Step 1

The employee gets to the Benefit Plan Enrollment page. They will then select the Wellness Program.

## BENEFITS PLAN INFORMATION

Below is the list of the elections effective as of today.

To edit an existing benefit plan election, click the corresponding name of the benefit plan type. To view the outline of benefits of any existing election, click the corresponding icon next to the plan type.

▼ Effective Today

Benefit Plan	Coverage	Your Cost
<a href="#">Acknowledgement - I acknowledge I have read this Information</a>		
<a href="#">Basic Life with AD&amp;D - Basic Life with AD&amp;D</a> <small>Effective on 9/1/2017 Provided by Symetra Policy Number: - Cost is deducted on a post-tax basis</small>	\$10,000.00	\$0.00
<a href="#">Medical - ActiveCare 1 HD</a> <small>Effective on 9/1/2017 Provided by TRS Policy Number: AC1X-CM Cost is deducted on a pre-tax basis</small>	Test, Testy	\$116.00
<a href="#">Medical Offering - Medical Offering</a> <small>Effective on 9/1/2017 Provided by TRS</small>	Test, Testy - Yes - This person was offered coverage	
<b>Total Monthly Payroll Deduction</b>		<b>\$116.00</b>

▼ Waived Benefit Plans

Benefit Plan Type	Reason	Waiver Date	Date Waived
Dental	---	9/1/2017	1/9/2018
Vision	---	9/1/2017	1/9/2018

Eligible Plan Types
<a href="#">Acknowledgement</a>
<a href="#">Catastrophic Sick Leave Bank</a>
<a href="#">Basic Life with AD&amp;D</a>
<a href="#">Medical</a>
<a href="#">Medical Declination</a>
<a href="#">Medical Offering</a>
<a href="#">Wellness Program</a>
<a href="#">High Deductible Options</a>
<a href="#">Telehealth</a>
<a href="#">Dental [WAIVED]</a>
<a href="#">Vision [WAIVED]</a>
<a href="#">Long Term Disability</a>
<a href="#">Cancer</a>
<a href="#">Employee Life</a>
<a href="#">AD&amp;D</a>
<a href="#">Identity Theft</a>
<a href="#">Texas Life Assisted Bridge</a>
<a href="#">Texas Life Premium</a>
<a href="#">Employee Long Term Care</a>
<a href="#">Pet Insurance</a>
<a href="#">Legal Services</a>
<a href="#">HealthCare Reimbursement</a>
<a href="#">Dependent Care Reimbursement</a>

Back

# Step 2

On the benefit page, the employee would select the plan (just like a normal qualifying event).

Please note that the cost shown is in parentheses, indicating a negative amount.

If there is no medical election the amount will show \$0.00

### BENEFITS PLAN ENROLLMENT

To view the outline of benefits of a specific plan design, click on the corresponding icon. All costs shown below are per pay period, unless otherwise noted.

#### Current Wellness Program Plan Election

You are not currently enrolled in any Wellness Program plans.

Available Wellness Program Plan	Coverage	Your Cost
<input type="radio"/> <b>Wellness Program</b> <a href="#">View Plan Outline of Benefits</a> Provided by Arlington ISD Eligible on 9/1/2017 Cost is deducted on a pre-tax basis	---	(\$20.00)
<input type="radio"/> I waive enrollment in the available Wellness Program plan		

Effective Date for this new enrollment:  mm/dd/yyyy

#### Election Summary

Costs shown are as of 1/9/2018

- [Acknowledgement](#) [ENROLLED] \$0.00
- [Catastrophic Sick Leave Bank](#)
- [Basic Life with AD&D](#) [ENROLLED] \$0.00
- [Medical](#) [ENROLLED] \$116.00
- [Medical Declination](#)
- [Medical Offering](#) [ENROLLED] \$0.00
- Wellness Program** \$
- High Deductible Options**
- Telehealth**
- Dental** [WAIVED]
- Vision** [WAIVED]
- Long Term Disability**

# Step 3

The employee will receive a popup to initiate a qualifying event. They will need to click OK to continue.

Please note that the only date indicated that the employee should use is today. (this example was performed on 1/9/2018)

### BENEFITS PLAN ENROLLMENT

To view the outline of benefits of a specific plan design, click on the corresponding icon. All costs shown below are per pay period, unless otherwise noted.

#### Current Wellness Program Plan Election

You are not currently enrolled in any Wellness Program plans.

Available Wellness Program Plan	Coverage	Your Cost
<input checked="" type="radio"/> <b>Wellness Program</b> <a href="#">View Plan Outline of Benefits</a> Provided by Arlington ISD Eligible on 9/1/2017 Cost is deducted on a pre-tax basis	---	(\$20.00)
<input type="radio"/> <b>I waive enrollment in the available Wellness Program plan</b>		

Effective Date for this new enrollment:  mm/dd/yyyy

#### Election Summary

Costs shown are as of 1/9/2018

**Acknowledgement**  
[ENROLLED] \$0.00

**Catastr**  
[ENROLLED]

**Basic L**  
[ENROLLED]

**Medica**  
[ENROLLED]

**Medica**  
[ENROLLED]

**Medica**  
[ENROLLED]

**Wellne**  
\$0.00

**High D**  
[ENROLLED]

**Telehe**  
[ENROLLED]


**Dental**  
[WAIVED]

**Vision**  
[WAIVED]

**Long T**  
[ENROLLED]

**Cancer**  
[ENROLLED]

#### Message from webpage

 This enrollment change cannot be made at this time. However, you may make this change if you have one of the following Qualifying Events:

- Wellness Program on 1/9/2018

If you have a Qualifying Event, click "OK" to enter your Qualifying Event information.

If you do NOT have a Qualifying Event, click "Cancel". This election change is not allowed at this time.

# Step 4

The employee will select the Wellness Program Qualifying Event, and enter today's date as the Qualifying Date, then hit Continue.

### BENEFITS PLAN INFORMATION

Please enter your Qualifying Event.

Qualifying Event  ▼

Qualifying Date  in date format, mm/dd/yyyy

# Step 5

The employee will then save their new election.

## BENEFITS PLAN ENROLLMENT

To view the outline of benefits of a specific plan design, click on the corresponding icon. All costs shown below are per pay period, unless otherwise noted.

### Current Wellness Program Plan Election

You are not currently enrolled in any Wellness Program plans.

Available Wellness Program Plan	Coverage	Your Cost
---------------------------------	----------	-----------

<input checked="" type="radio"/> <b>Wellness Program</b> <a href="#">View Plan Outline of Benefits</a> Provided by Arlington ISD Eligible on 2/1/2018 Cost is deducted on a pre-tax basis	---	(\$20.00)
---	-----	-----------

I waive enrollment in the available Wellness Program plan

Effective Date for this new enrollment:  mm/dd/yyyy

### Election Summary

Costs shown are as of 2/1/2018

[Acknowledgement](#)  
[Catastrophic Sick Leave Bank](#)  
[Basic Life with AD&D](#)  
[Medical](#)  
[Medical Offering](#)

#### Wellness Program

\$ -20.00

#### High Deductible Options

#### Telehealth

**Dental**  
[WAIVED]

**Vision**  
[WAIVED]

#### Long Term Disability

**Cancer**

**Employee Life**

**AD&D**

**Identity Theft**

**Texas Life Assisted Bridge**

**Texas Life Premium**

**Employee Long Term Care**

**Pet Insurance**

**Legal Services**

**HealthCare**

**Reimbursement**

**Dependent Care**

**Reimbursement**

#### Monthly Payroll Deduction

\$ -20.00

# Benefit Plan Enrollment

Here is what the Benefit Plan Enrollment page would look like after the qualifying event.

Remember if you do not have Medical your amount will reflect \$0.00

## BENEFITS PLAN INFORMATION

Below is the list of the elections effective as of qualifying event date 2/1/2018.

To view elections effective at other dates, click the corresponding date in the list below. To edit an existing benefit plan election, click the corresponding name of the benefit plan type. To view the outline of benefits of any existing election, click the corresponding icon next to the plan type.

Effective Today		
Effective 2/1/2018		
Benefit Plan	Coverage	Your Cost
<a href="#">Acknowledgement - I acknowledge I have read this Information</a>		
<a href="#">Basic Life with AD&amp;D - Basic Life with AD&amp;D</a> Effective on 9/1/2017 Provided by Symetra Policy Number: - Cost is deducted on a post-tax basis	\$10,000.00	\$0.00
<a href="#">Medical - ActiveCare 1 HD</a> Effective on 9/1/2017 Provided by TRS Policy Number: AC1X-CM Cost is deducted on a pre-tax basis	Test, Testy	\$116.00
<a href="#">Medical Offering - Medical Offering</a> Effective on 9/1/2017 Provided by TRS	Test, Testy - Yes - This person was offered coverage	
<a href="#">Wellness Program - Wellness Program</a> Effective on 2/1/2018 Provided by Arlington ISD Policy Number: - Cost is deducted on a pre-tax basis		-\$20.00 *
<b>Total Monthly Payroll Deduction</b>		<b>\$96.00</b>

\* a minus (-) sign before a deduction amounts indicates a REFUND due to you

Waived Benefit Plans			
Benefit Plan Type	Reason	Waiver Date	Date Waived
Dental	---	9/1/2017	1/9/2018
Vision	---	9/1/2017	1/9/2018

Show All

Back

### Eligible Plan Types

- Acknowledgement
- Catastrophic Sick Leave Bank
- Basic Life with AD&D
- Medical
- Medical Offering
- Wellness Program
- High Deductible Options
- Telehealth
- Dental [WAIVED]
- Vision [WAIVED]
- Long Term Disability
- Cancer
- Employee Life AD&D
- Identity Theft
- Texas Life Assisted Bridge
- Texas Life Premium
- Employee Long Term Care
- Pet Insurance
- Legal Services
- HealthCare Reimbursement
- Dependent Care Reimbursement