



cis benefits  
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# Open Enrollment Highlights

## Open Enrollment is October 1 - 19

YOUR EMPLOYER MAY HAVE A DIFFERENT ENROLLMENT PERIOD WITHIN THESE DATES.

Open enrollment is the time to review your employee benefits, and perhaps make changes to your plans or covered dependents. Changes made to your medical (including vision) and dental coverage during open enrollment are effective January 1, 2019, as long as required documentation, if applicable, is provided by the deadline.

### Getting Started

Start by reviewing the Enrollment Quick Guide to ensure you have all the information you need. Then enter [www.cisbenefits.org](http://www.cisbenefits.org) in the browser address line (“URL”). Do not search for this address as it may take you to the wrong website. The site is best viewed with the most recent, stable versions of Firefox, Chrome or Edge. Older browsers, such as Internet Explorer, will have problems.

If you don't remember your UserID, click on “Forgot Login ID”. You will be required to enter limited personal data, so the system can validate who you are.

#### NEED ASSISTANCE OR HAVE A QUESTION?

Call the CIS Benefits Helpline at 1-855-763-3829 (toll free). CIS Benefits staff are available to help you between 8 a.m. – 5 p.m.— Monday through Friday. If you leave a message, someone will return the call within 24 business hours.

503-763-3800 855-763-3829  
[www.cisbenefits.org](http://www.cisbenefits.org)  
1212 Court St. NE, Salem, OR 97301

**Password:** Since passwords are created by employees, you are the only one who knows your existing password. If you don't remember it, click on "Forgot Password/Unlock Account". You will be required to enter the company key (CIS), your SSN (in the requested format), and your date of birth. After answering the security question correctly, your account will be unlocked and you will be asked to set up a new password.

If you can't answer the security question correctly, please contact the CIS Benefits Helpline at 1-855-763-3829 or your employer for assistance. If you call CIS, staff will ask a few questions to verify who you are and will then provide you with a temporary password.

*If you reach voicemail when calling the hotline, please leave a message. One of the Benefits team will return your call within 24 hours (Monday – Friday).*

**Please note:** You must go online to "opt out" or "waive" medical and/or dental coverage, or to enroll in the Healthcare/Dependent Care FSA plans for the next plan year. If you are opted out and want to enroll in medical and/or dental, you may experience problems. Please call the CIS Benefits Helpline for assistance.

## Documentation Requirements

- If adding a spouse to medical, dental or supplemental life coverage, a copy of your marriage certificate/license is required.
- If adding child(ren) to medical or dental coverage, a copy of their birth certificate(s) is required.
- **These documents must be uploaded to the system by Nov. 30.** It is best to have the documents ready to upload during the open enrollment process, as you will not receive a reminder thereafter. If the documentation is not provided by Nov. 30, the dependents will be not covered.

## Benefit Highlights & Other Important Information

### REGENCE BLUECROSS BLUESHIELD OF OREGON ("REGENCE")

- The CIS Health Manager is the customized home page for Regence members. This site provides you with single sign-on access to the programs that supplement your medical plan, such as Express Scripts (prescription drugs), VSP (vision), MDLive (telehealth), hubbub, etc.
- On-line appointment scheduling has been added for many providers.
- Partners in Care (PIC) – This is a new program that supports members facing a serious illness or complex need by providing an ambassador who will help coordinate care within the Regence programs on behalf of the member.

## Important note:

Open enrollment closes on the earlier of (1) the date set by your employer or (2) 5:00 p.m. PDT on Oct. 19.

Make sure you go online before that date to ensure your benefits are correct or to make any changes.



### EXPRESS SCRIPTS (REGENCE MEMBERS ONLY)

- CIS added the Voluntary Smart90 Program for members (excluding Ashland and Ashland Parks). This program allows employees to get a 90-day supply of certain maintenance medications at participating pharmacies. If the pharmacy does not participate in the program, the supply limit remains at 30 days.
- The copay amount is the same as the mail order benefit – 2 x copay amount.
- If this applies to you, you will automatically receive a letter when you next fill a medication that qualifies.

### KAISER MEDICAL & DENTAL

- Kaiser expanded its service area to Eugene. Employers had the choice of whether or not to add Kaiser as a plan option. If it was added, you will see Kaiser flyers with your open enrollment materials.
- Dental Benefit Change Effective 1/1/19
  - Nitrous Oxide copays for members age 13 and older will increase from \$15 to \$25.

### DELTA DENTAL

- Delta Dental is offering a new program to their participating providers, and in turn to members – Health through Oral Wellness (HtOW). Based on medical necessity, this program provides additional services to members to address dental problems. Ask your provider if he/she participates and if they don't, encourage them to. Good dental health is an important part of your overall health.
- Delta Dental will be issuing new ID cards to all covered members in December. One change is a new customer service number specific to CIS members.
- Benefits Changes Effective 1/1/19
  - Space maintainers will be limited to those 14 and younger.
  - The age limitation for sealants will be removed.



### WILLAMETTE DENTAL

- No changes.

### ASIFLEX – HEALTHCARE/DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS (FSA)

*(Applicable only to employees who are offered CIS' FSA program through ASIFlex)*

- Enrollment for the 2019 plan year MUST be done online during open enrollment.

- The Healthcare FSA maximum for 2019 is \$2,650.
- Debits cards will be available for the first time for the Healthcare FSA plan. Please refer to the ASIFlex flyer included with your open enrollment materials for additional information on this option.
- Reminder: If you don't re-enroll in the Healthcare FSA for the 2019 plan year and you have unused carryover dollars (up to \$500) from the 2018 plan year, they must be used by the end of 2019 or they will be forfeited. If you do re-enroll for the 2019 plan year, the time limitation does not apply.

## HARTFORD – LIFE/DISABILITY PLANS

*(Applicable only to employees who are offered CIS' Life/Disability Plans)*

- Supplemental Employee/Spouse Life
  - Employee and spouse elections are no longer tied to each other. That means that spouses can now apply for coverage even if the employee doesn't. Or, spouses can apply for more coverage than the employee applies for. All amounts are still subject to Evidence of Insurability (EOI) and approval by Hartford.
  - If you add a spouse or dependents to coverage during open enrollment AND apply for Spouse Supplemental Life, required documentation (see Documentation Requirements above) must be uploaded and approved by CIS before you can access the Hartford EOI.
  - These policies are age-rated based on 5-year rate tiers. If you or your spouse changed tiers during 2018 (e.g., 44 to 45), you will see an increase in premiums with your first paycheck in 2019. Please refer to the flyer included with your open enrollment materials for rates.
- Short Term Disability (STD)
  - Eligibility for the four options is based on your weekly salary. Be sure to only select the option that provides an amount equal to or less than 60% of your weekly salary. If you enroll in an option you are not eligible for, your benefits will be reduced if a claim is filed.



**Important note:**  
Be sure to check that your beneficiary designations are up-to-date.

## Completing the Process

After reviewing and/or making your benefit changes, click on “**Approve**” and “**I Agree**” (page after “Approve” page) to complete the process.



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