

New Hire Benefit Enrollment

EFFECTIVE: 9/1/2018 – 8/31/2019

Benefit Updates – What’s New:

- **NEW** online benefit system! We have transitioned to a new enrollment system this year called the Employee Navigator, this benefit management tool has many new features. We will keep you updated as we become more familiar with tools and resources they have to offer. **For now please make sure to review or update all your profile information, verify that everything is correct.**
- Benefit elections will become effective either **first day of employment OR following month following date of hire, which ever option you elect (medical only) and month following date of hire for supplemental benefits.** You have 30 days from the date of hire to enroll. Elections requiring evidence of insurability, such as Life Insurance, may have a later effective date. After initial enrollment, benefit changes can only be made if you experience a qualifying event. Changes must be made within 30 days of the event.
- TRS Active Care ID cards. If you enrolled in medical, ID cards should be mailed the month you enrolled, if you never received the card, you are still covered. To print temporary ID card sign up or login to Aetna Navigator.
- CVS Caremark - providing all your prescription needs. Prescription ID cards are different from the medical Aetna cards. If you are newly enrolled or an existing enrollee and never received your ID card, register on Caremark.com to print your personalized ID card or order a new one.
- Benefit Contact Information. PG 50 on the Por Vida Benefit Guide has all the benefit contact information, phone numbers and websites are listed if you need additional information. Register for logins, they have many tools and resources, become familiar with your benefits. Many also have smartphone apps which make it even easier to navigate and get information, take advantage!

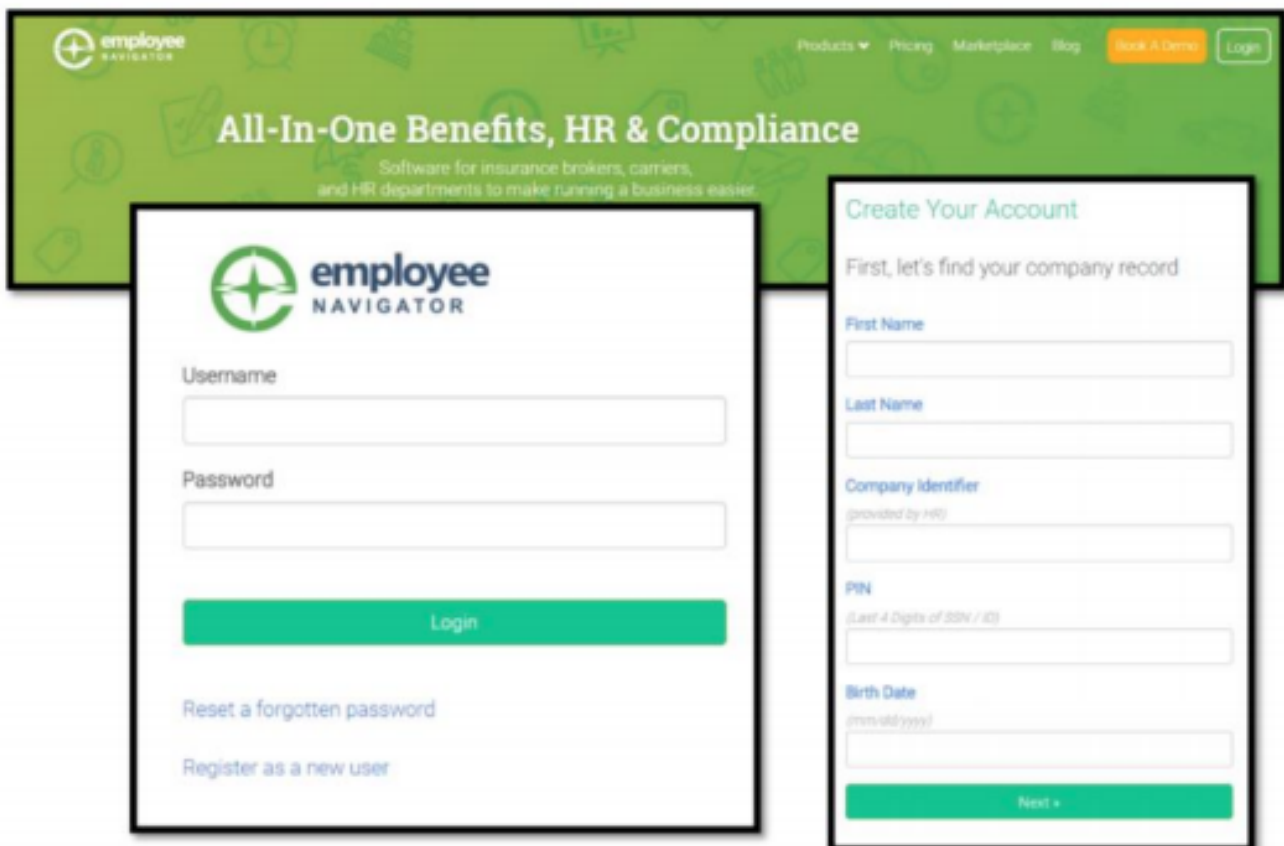
DON'T FORGET!

- **Login and complete your benefit enrollment within the 30 day window.** www.employeenavigator.com
PLEASE DO NOT WAIT UNTIL LAST MINUTE!!!
- Need enrollment assistance call or email Garrett Payne, Account Executive (512) 964-3837; or email: gepayne@gmail.com or Stephanie Rodriguez, Human Resources, (210)532-8816 ext. 400 or by email: srodriguez@por-vida.org
- If you do not have your dependents social security numbers, you can log back in later and input the information.
- Full benefit guides can be found online at www.pvacharter.org Go to “About” and then “Staff Resources” and scroll down. Files too large to attach to email, you will find plenty of information.
- Employer Paid Benefits. Don’t forget to elect benefits. 1. Basic Life \$50,000 and 2. Healthiest You by Teledoc. Must list dependents for free family coverage on Healthiest You!

To login to view your benefits or make any demographic changes:

- Go to www.employeenavigator.com
- Click [Login](#) on the upper right corner.
- For first time users click "[Register As a New User](#)"
- You will fill in your information to create your account.
- The Company Identifier is **PVCD**.
- The pin is the **last 4 of your social**.
- Click [Next](#), this is where you will create your account name and password.
- The next time that you login, you will use your Login information that you created.

Please note that site works best when using Google Chrome as your internet browser.



The screenshot displays the Employee Navigator website interface. At the top, there is a navigation bar with the logo on the left and links for Products, Pricing, Marketplace, Blog, Book a Demo, and Login. The main header features the text "All-In-One Benefits, HR & Compliance" and a sub-header: "Software for insurance brokers, carriers, and HR departments to make running a business easier."

Two forms are highlighted with black boxes:

- Login Form:** Contains fields for Username and Password, a green "Login" button, and links for "Reset a forgotten password" and "Register as a new user".
- Create Your Account Form:** Titled "Create Your Account", it prompts the user to "First, let's find your company record". It includes fields for First Name, Last Name, Company Identifier (with a note "(provided by HR)"), PIN (with a note "(Last 4 Digits of SSN / ID)"), and Birth Date (with a note "(mm/dd/yyyy)"). A green "Next >" button is at the bottom.

Contact Information

If you have specific questions about a benefit plan, please contact the administrator listed below, or your local human resources department.

Benefit	Administrator	Phone	Website/Email
Medical	TRS—Aetna	800.222.9205	www.trselectivecare.aetna.com
Flex Spending Account	National Benefits Services	800.274.0503	www.nbsbenefits.com
Physicians on Call	Healthiest You (Teladoc)	866.703.1259	Member.healthiestyou.com
Dental	Mutual of Omaha	800.655.5142	dfw.service@mutualofomaha.com
Voluntary Vision	Superior Vision	800.507.3800	contactus@superiorvision.com
Voluntary Life/Basic & AD&D	Mutual of Omaha	800.655.5142	dfw.service@mutualofomaha.com
Voluntary STD & LTD	Mutual of Omaha	800.655.5142	dfw.service@mutualofomaha.com
Voluntary Accident	Colonial	800.325.4368	www.coloniallife.com
Voluntary Cancer	Colonial	800.325.4368	www.coloniallife.com
Voluntary Critical Illness	Colonial	800.325.4368	www.coloniallife.com
Voluntary Medical Bridge	Colonial	800.325.4368	www.coloniallife.com
Identity Theft Protection	ID Watchdog	866.513.1518	www.idwatchdog.com



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Aetna Navigator - Medical



For Active Care Select & Active Care 2 users



For Employer Paid users



Identiy Theft



Benefits



SUPERIOR VISION

Prescriptions



FSA or DCAP benefits



Benefits



Colonial Life Benefits



Open Enrollment

