



cis benefits
cisbenefits.org



Open Enrollment Highlights

Open Enrollment is October 12 - 30

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

Open enrollment is the time to carefully review your plan options so you can get the most out of your benefits choices. Your benefits package includes options for you to select as well as choices made by your employer. It's important you understand your options as well as the value-added benefits/services that come with your selection. We encourage you to visit our carrier partners' websites to review great information about programs/services that go well beyond providing treatment for an illness. There are lifestyle wellness programs that provide incentives as well as many discount programs.

In addition to reviewing benefits, it's also your opportunity to add or delete dependents to or from your coverage. The effective dates of your open enrollment changes are:

- Jan. 1 for medical or dental changes. If dependents are added for the first time, required documentation must be submitted by Nov. 30 or the dependents will not be covered.
- Jan. 1 or later for Supplemental Employee/Spouse Life, depending on when you complete your Evidence of Insurability (EOI). The EOI must be completed by Nov. 30 or your life election will be deleted.
- Jan. 1 for the new voluntary plans.

BENEFITS HELPLINE
855-763-3829

If you have issues registering for CIS-Connect or have benefits questions, you can reach one of the Benefits team members by calling our Benefits Hotline from 8 a.m. to 5 p.m., Monday – Friday. If you reach voicemail when calling the helpline, please leave a message. One of the Benefits team will return your call within 24 hours.

503-763-3800 855-763-3829
www.cisbenefits.org
1212 Court St. NE, Salem, OR 97301

CIS-Connect

We have a new enrollment system – CIS-Connect. **If you haven't accessed the enrollment system since May 1 — when we went live — you're a new user and must register.** You cannot make changes or enroll in any new benefits without accessing CIS-Connect. CIS-Connect is accessible on the latest versions of Chrome, Firefox, Edge, Safari and Opera. *Internet Explorer is not supported by CIS-Connect and will result in problems.*

Email Address: The email address you enter will likely be your work email, but it can also be a personal email. The email address included in our previous enrollment system was imported into CIS-Connect. The email you enter must match what was uploaded in order to register. If entering one doesn't work, try the other. If you try both and still can't log in or if you want to change your email address, please call the Benefits Helpline at 855-763-3829.

Password: The password you set up must meet the following criteria.

- At least 8 characters in length
- Have at least 1 uppercase letter
- Have at least 1 lowercase letter
- Have at least 1 number
- Have **ONLY 1** of the following special characters: !, @, #, \$, %

Getting Started

Go to www.cisbenefits.org and click the “CIS-Connect Login” button. That will take you to a page with a video or written instructions you can view that walk you through the registration process.

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.
- If enrolling in Supplemental Employee/Spouse Life, you must complete Hartford's Evidence of Insurability (EOI).

While it's best to have the documents ready to upload during the open enrollment process, you have until Nov. 30. If the required documentation is not uploaded or completed by Nov. 30, the election changes will not be processed.

Benefit Highlights & Other Important Information

Please note: While some of the open enrollment materials talk about all the benefits CIS offers, **not all employers choose to offer every benefit.** If a benefit is not offered, you won't see it when going through the

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. 30.

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



open enrollment process. If you'll be opting out of or waiving the medical and/or dental plans, you must make that election on CIS-Connect.

REGENCE BLUECROSS BLUESHIELD OF OREGON ("REGENCE")

- The CIS Health Manager on the Regence website (www.regence.com) is the customized homepage 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), BeyondWell, MDLive (telehealth), etc.
- Copay Plan Members – Most employees (excluding some covered by collective bargaining contracts) will see increases in the standard Express Scripts Rx copays and new copay tiers for specialty drugs. Included with your open enrollment materials is a list of specialty drugs that will be impacted by the specialty tier copays. Please see the plan summary for plan details.
 - If eligible, be sure to refill prescriptions in December in order to take advantage of the lower copays.”
- High Deductible Health Plan (HDHP) Members – Most employees (excluding some covered by collective bargaining contracts) will see increased deductibles and out-of-pocket maximums. Please see the plan summary for plan details.
- The BeyondWell lifestyle program continues for 2021 and members can earn up to \$150 in Amazon.com gift cards. Please see the BeyondWell flyer for program highlights. You can also view a BeyondWell video on the cisbenefits.org home page or in CIS-Connect under the Open Enrollment Materials tab at the top of the page.



VSP (REGENCE MEMBERS ONLY)

- Most employees (excluding some covered by collective bargaining contracts) will now be covered by VSP-A. This plan adds office visit copays, but also increases the frame allowance and adds coverage for lens enhancements. Please see the VSP plan summary for plan details.

KAISER MEDICAL & DENTAL

- Kaiser has no benefit changes.
- Kaiser members are eligible for Regence's BeyondWell program and can earn up to \$150 in Amazon.com gift cards. Please see the BeyondWell flyer for program highlights. You can also view a BeyondWell video on the cisbenefits.org home page or in CIS-Connect under the Open Enrollment Materials tab at the top of the page.



DELTA DENTAL

- Delta Dental has no benefit changes.

WILLAMETTE DENTAL

- Most employees (excluding some covered by collective bargaining contracts) will be moving to Willamette Dental-A. This plan adds or increases copays for most services. It also adds new coverage for dental implants.

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

(Applicable only to employees who are offered CIS' FSA plan through ASIFlex. Plans will only show if they're offered by your employer.)

- Enrollment for the 2021 plan year MUST be done online during open enrollment.
- The Healthcare FSA maximum for 2021 is \$2,750.
- Debits cards are available for the Healthcare FSA plan.
- Please refer to the ASIFlex flyer for plan details and how to request a debit card.

ASIFLEX – COMMUTER (TRANSIT & PARKING)

- Enrollment for the 2021 plan year MUST be done online during open enrollment.
- The monthly maximum amount is \$270.
- Please refer to the ASIFlex flyer for plan details.

HARTFORD – LIFE/DISABILITY PLANS

(Applicable only to employees who are offered CIS' Life/Disability Plans. Plans will only show if they're offered by your employer.)

- Due to the transition to CIS-Connect, please be sure to check that your beneficiary designations are correct. Errors can happen when transferring data and benefits will be paid to whoever is listed on CIS-Connect.
- If you are enrolled in Supplemental Employee/Spouse Life, those policies are age-rated based on 5-year bands. If you or your spouse changed age bands during 2020 (e.g., 44 to 45), you will see an increase in premiums with your first deductions for 2021.
- Please refer to the life flyer for rates.
- Short Term Disability (STD)
 - Eligibility for the four options is based on your weekly salary. Be sure only to 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.

REMINDER:

If you don't re-enroll in the Healthcare FSA for the 2021 plan year and you have unused carryover dollars (up to \$500) from the 2020 plan year, they must be used by the end of 2021 or they will be forfeited. If you do re-enroll for the 2021 plan year, the time limitation does not apply.



NEW VOLUNTARY PLANS – IDENTITY THEFT, CRITICAL ILLNESS/ HOSPITAL INDEMNITY/ACCIDENT, TRAUMA COVERAGE

(Applicable only to employees who are offered CIS' Voluntary Plans. Plans will only show if they're offered by your employer.)

- InfoArmor Identity Theft
 - InfoArmor's name changes to Allstate Identity Protection effective Jan. 1, 2021.
 - Current employees or employees hired prior to Sept. 15 were offered free identity theft coverage from July – Dec. If your employer elected to continue to offer the coverage after Jan. 1, 2021, you can enroll in it for yourself or for family coverage at your cost.
Note: If you enroll for the first time during open enrollment, you will receive a welcome email and letter in January.
 - If you participated in the free coverage and your employer chose not to continue to offer the coverage after Jan. 1, 2021, you should receive an email from InfoArmor/Allstate notifying you of your continuation options. You'll have 90 days to call them at 800-789-2720 to request continuation on a direct bill basis.
 - Please refer to the Identity Theft flyers for plan information and to access a video link with a program overview. You can also access the video under the Open Enrollment Materials tab at the top of the page.
- MetLife Critical Illness, Hospital Indemnity or Accident
 - You can enroll in any combination of the three plans.
 - Please refer to the Critical Illness, Hospital Indemnity, and Accident coverage flyers for plan information and to access a video link with a program overview. You can also access the video under the Open Enrollment Materials tab at the top of the page.
- Trauma Coverage offered by Lloyd's of London
 - Please refer to the Trauma flyers for plan information and to access a video link with a program overview. You can also access the video under the Open Enrollment Materials tab at the top of the page.



Completing the Process

After reviewing the summary page, click on “Complete” and then “I Agree.” You’ll then see a message that reads *“Thank you. You have completed this event. If there are any action items, they are listed below.”*

This message means you have completed open enrollment. If you have any action items listed, you must upload or complete the required documentation by Nov. 30 or your election changes will not be processed.



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