



Save the Date

OPEN ENROLLMENT:

OCTOBER 26 – NOVEMBER 6, 2020

- ▶ New benefit programs
- ▶ Your opportunity to update your choices

IMPORTANT VIRTUAL OPEN ENROLLMENT REMINDERS

- **Enroll October 26 – November 6, 2020.** Login to Employee Self Service (ESS) at <https://portal.sap.mypgc.us> to complete your benefit elections for 2021.
If you do not remember your Employee Self Service (ESS) user ID and password, please contact the IT Helpdesk at 301-883-5322. You will need this to access ESS and make changes to your elections.
- The **ESS system will not be available on November 03, 2020** due to payroll processing.
- During Virtual Open Enrollment, you can **enroll, make changes, or stop your participation** in:
 - Core health benefit plans, including medical, prescription, dental and vision
 - Medical Opt-Out Credit
 - Flexible Spending Accounts (Health Care and Dependent Care)
- Open Enrollment is your **once-a-year opportunity to make changes** to your benefits. You can only make changes during the year if you experience a qualified life event.
- Employees will **not** be able to add or make changes to their **Life and Disability Insurance Plan** elections during Open Enrollment 2021 but will have the opportunity to make changes later in 2021. Please note, you can change your beneficiaries at any time through Anytime Changes in the Employee Self Service.
- You can also **add or remove a spouse or dependent** on your health benefit plan(s) during Open Enrollment. To add new dependents, supporting documentation will be required such as a birth certificate or marriage certificate. Complete the [Dependent Verification Cover Form](#) and submit a copy of your medical card to the Benefits Division by **November 6, 2020**:

Email: Openenrollment@co.pg.md.us

Fax: 301-883-6358

- Follow these seven steps to enroll at <https://portal.sap.mypgc.us>:



Step One: Personal Profile—Review your personal information.

Step Two: Dependents and Beneficiaries

- Remember, beneficiary updates and/or changes made through the Open Enrollment portal will not become effective until January 1, 2020. You can update or change your beneficiary(ies) at any time during the year using **Anytime Changes** in Employee Self-Service (ESS).

Step Three: Benefits Summary—Review your current elections.



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Step Four: Health Benefit Plans—Select your medical, prescription, dental and/or vision coverage.

- If you want to opt-out of the medical and/or prescription plans, click on the opt-out option under the medical and/or prescription plans.
- Select your option for each plan, then click “**Add**”..

Step Five: Flexible Spending Accounts (FSAs)—Set an amount for your **Health Care and/or Dependent Care** FSAs in 2021:

- To participate in an FSA or continue your participation for calendar year 2021 in the, you **MUST** complete step (6).
- Enter the annual dollar amount you want for calendar year 2020. Click “Calculate” to obtain your bi-weekly cost.

Step Six: Review and Save

- You will see the message; “**Data Saved Successfully.**”
- Click the “**PRINT** Benefit Elections Summary” to print a copy for your records.
- You must click the **Save** button in Employee Self-Service to complete and submit your enrollment elections. click the Print Benefit Elections Summary button. Please print this for your records. If you do not receive this option, please immediately contact OHRM at Openenrollment@co.pg.md.us to confirm your elections were properly submitted.
- **If you and your spouse both work for Prince George’s County**, one employee can be enrolled as the primary insuree with the other spouse enrolled as an eligible dependent. Alternatively, both employees could maintain individual coverage (e.g. not covering the other as an eligible dependent). The County does not allow double enrollment in core benefits plans.
- **No changes?** If you are not making changes and want to keep the same level of coverage for the medical, dental, prescription, vision, extra life insurance or long-term disability plans, you **DO NOT** need to complete the online enrollment process. There are two exceptions:
 1. **Medical Opt-Out Credit:** If you elected the Medical Opt-Out Credit last year and want to continue it in 2021, you must enroll using the Employee Self Service (ESS) online enrollment system **and** provide proof of coverage in another medical plan. Complete the **Dependent Verification Cover Form** and scan and email a copy of your medical card to the Benefits Division at Openenrollment@co.pg.md.us or fax a copy to 301-883-6358 by **November 6, 2020**.
 2. **Health Care Flexible Spending Accounts (FSAs):** You must enroll every year using the Employee Self Service (ESS) online enrollment system. **New this year**, you will be able to rollover up to \$550 of unused funds for the previous plan year.
- To enroll in the following voluntary plans: **Accident, Critical Illness, Whole Life, Short-Term Disability (STD) and Legal**, contact the iBenefit Call Center at 1-844-816-0224. An iBenefit Enrollment Specialist will assist you with the enrollment process. If you are interested in the **Aflac Supplemental Dental** plan, call 410-994-3091 or schedule an appointment [online](#).
- The benefits coverage you elect during Open Enrollment is effective **January 1, 2021 to December 31, 2021**.