



## **IMPORTANT!**

### **30-DAY DEADLINE TO ENROLL IN HEALTH INSURANCE COVERAGE**

This handbook contains the insurance policies and type of coverages available to **new employees** with PEEHIP (Public Education Employees' Health Insurance Plan). **Enrollment in any of the plans must be completed within 30 days of your employment by using the Member Online Services system instead of a paper enrollment form.** If you miss the 30 day deadline, you must wait until the next Open Enrollment period to enroll in coverage(s) with PEEHIP.

**New employees can elect to have their insurance coverage become effective:**

- Their date of employment, or
- The first day of the month following employment, or
- October 1

**NOTE:** New employees must submit their initial premium payment electronically by selecting the "Pay Now" button at the end of the online enrollment process. New employees who elect coverage to start on their date of employment will not yet have a paycheck for payroll deduction of the initial premium; therefore, they must submit the initial payment electronically to PEEHIP at the time of enrollment. Failure to do so will result in your enrollment not processing and a claim hold on your account.

**New employees are required to enroll online through Member Online Services.** Follow these easy steps to enroll online:

- Go to [www.rsa-al.gov](http://www.rsa-al.gov) and click "Member Online Services."
- Log in using your User ID and Password. If you do not have a User ID and Password, click "Register Now" and follow the onscreen prompts to create your User ID and Password.
- Once logged in, click "Enroll or Change PEEHIP Coverages."
- Select the "New Enrollment" option and click Continue.
- Follow the onscreen prompts until you receive a Confirmation page confirming your enrollment requests were saved and submitted to PEEHIP. Be sure to print and keep a copy of your confirmation page for your records. The confirmation page will show the coverage(s) enrolled in, dependents and their coverage(s), and the monthly premiums for each coverage.

For more information, visit our website: [www.rsa-al.gov/PEEHIP/new-employees.html](http://www.rsa-al.gov/PEEHIP/new-employees.html)

To view, print and/or download the Summary of Benefits and Coverage, visit [www.rsa-al.gov/PEEHIP/SBC.html](http://www.rsa-al.gov/PEEHIP/SBC.html)

Please contact the PEEHIP office at 877-517-0020 if you have any questions or need assistance with the enrollment process.