

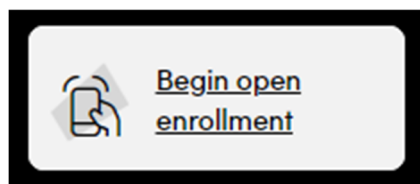
Blues Enroll Guide

The City offers employee self-service via Blues *Enroll* for benefits (medical, dental, vision, Health Flex and Dependent Care Flex). You will be defaulted to the **Traditional** Plan at the equivalent coverage tier you are on today. If you want to add your dependent(s), opt for the HDHP, or remove coverage you must log-in to Blues Enroll during open enrollment to update your elections.

Open Enrollment is Friday, October 27th – Tuesday, November 14th, 2023.

How To Make Your 2024 Benefit Elections:

1. Visit www.bluesenroll.com.
2. **Enter your Login information.** *Your account is already created for you! Username is First Name (up to the first 10 characters) + First Initial of Last Name + Last 4 of SSN (example: Jane Smith is JaneS1234). *not case-sensitive*
***In the rare event the standard format username is already in use by another user, your login will be first name + first and second initial of Last Name + Last 4 of SSN (example: Jane Smith is JaneSM1234).*
3. **Enter your password.** Your initial password is your nine-digit social security number *without spaces or dashes*; (Example: 11100222) otherwise you will enter in the password you established the last time you logged into Blues Enroll. You can reset your password by clicking the “reset password” button or contact Human Resources. **passwords are case-sensitive!*
4. For a step-by-step walk through, click



NOTE: If you end up changing any of your information to the communication preferences, please notify HR as these changes will not update outside of BluesEnroll.

5. To edit medical, dental, and/or vision coverage click on the **Edit Coverage** button via each benefit.
6. To participate in the Health FSA and/or Dependent Care FSA in 2024 (you must re-enroll as this coverage will not carry over into 2024) click “Begin Enrollment” for each election. Note that Flex Elections (healthcare and/or dependent care) must be entered in an **ANNUAL** amount.
7. To submit your 2024 elections, click “Complete Enrollment”.
8. Once you have completed the enrollment process, you will have the option to print your “Employee Detail Report” outlining your 2024 benefit elections.

Questions or Help

- For technical help including account access issues, contact BluesEnroll Help Line at 1.866.775.4760.
- For benefit-related questions, contact HR at 605.394.4136 or email human.resources@rcgov.org.
- To make changes to non-core benefits such as life insurance, retirement, etc. – email human.resources@rcgov.org to request forms or find them on HR’s [Noodle](#).