

BLUES ENROLL QUICK SYSTEM GUIDE



The City of Rapid City offers employee self-service via BluesEnroll to enroll in core benefits (medical, dental, Flex and Dependent Care Flex). Use BluesEnroll to make your new hire benefit elections, when you qualify for a life event, or during annual benefits open enrollment. **You have 30 days from your hire date/qualifying life event to enroll in and/or change core benefits.**

How To Make Changes to your Core Benefit Elections:

1. Visit www.bluesenroll.com. The system is available 24/7 by using supported browsers such as Chrome, IE, Firefox and Safari. *Your account has already been created for you, you do not need to register or create an account.

1. Enter your Username and Password.

2. **Enter your Login information.** 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) During your first login the system will prompt you to change your password. It will be important that you retain that password for future system access. *passwords are case-sensitive!
4. **Be sure that you are making changes under Current Benefits tab.**



Helpful hint:: Note that Flex Elections (healthcare and/or dependent care) must be entered in an ANNUAL amount. (For example, \$50 per month would be a \$600 annual election).

5. Once you have completed the enrollment process, you will have an option to print your “Employee Detail Report” outlining your benefit elections/changes.

You can view your core benefits in BluesEnroll anytime throughout the year by going to “My Benefits.” You can also make a request to change your benefits because of a qualifying life event as described within the benefit Summary Plan Descriptions.

Questions or Help

- For technical help, contact BluesEnroll Customer Service, 1.866.775.4760, M-F, 7am-pm CT.
- For benefit-related questions, contact HR at 605.394.4136, M-F, 8:00 a.m. - 4 p.m., MT or by email to: laura.klapperich@rcgov.org OR nancy.hamak@rcgov.org.
- To make changes to non-core benefits such as life insurance, retirement, etc. – call or stop by City HR.