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](http://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.

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.