

# Enrollment & Eligibility

## ENROLLMENT

You must enroll in the benefits of your choice within **30 days of your date of hire.**

### You have two options to enroll:

1. **Call the WorkPlace Solutions call center at 800.227.9985.**
2. **Online enrollment**

If you choose to enroll online you will need the following information.

- Log on to the site by going online to [www.wpsenroll.com](http://www.wpsenroll.com).
- Once on the site, you will be required to give a user ID and password.
- Your user ID is your 5-digit employee number located on the back of your name badge.
- Your password is the last 4 digits of your SSN PLUS the last 2 digits of your birth year.  
*Example: If your SSN is 273-48-0000 and your birth year is 1958, your password would be 000058.*

If you **DO NOT** enroll within 30 days of your date of hire, you will not have benefit coverage for yourself or your dependents. You will receive default coverage of the Basic Life Insurance only.

## Declining Coverage

If coverage is declined, you will not be eligible to enroll in the benefits offered at Regional Health until open enrollment and may be required to provide evidence of insurability for some benefits, unless you experience a qualified life event. See page 6 for the details of a qualified life event.

## ELIGIBILITY

Employees working a minimum of 20 or more hours per week are eligible for all benefits offered at Regional Health, except Long Term Disability. Employees have to work a minimum of 32 or more hours per week to be eligible for Long Term Disability.

## Eligible Dependents

- Legal Spouse (excludes common law spouses)
- Your unmarried dependent children under age 19
- Your unmarried dependent children age 19 and up to age 29 (for health and dental only; all other benefits, except \*Supplemental AD & D cover to age 25) if a full-time student in an accredited institution of higher learning

\*Supplemental AD & D cover to age 26 if a full-time student in an accredited institution of higher learning

## Before Tax Deductions

The following benefits are deducted from your paycheck prior to your taxes being calculated:

- Medical
- Dental
- Vision
- Flexible Spending Accounts
- 403(b) Tax Deferred Annuity