

**Y**ou are eligible to enroll in benefits if you are a full-time employee, working an average of at least 20 hours per week. You are eligible for coverage the 1st of the month following one calendar month of continuous employment.

## MyRCSBenefits.com

For detailed information regarding the benefit options available to you visit: **MyRCSBenefits.com**. This website provides important benefit product information, plan documents, forms, contact information and more.

### State Health Benefit Plan (SHBP)

To enroll in medical coverage, please visit MyRCSBenefits.com and click on the RED 'State Health Enrollment' button. This will take you to the State Health website where you may make your health coverage elections. Remember to print and keep a copy of the confirmation page when you are finished.

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# ENROLLMENT INSTRUCTIONS

To enroll in all other benefit plans, you may either enroll online or by telephone.

## Voluntary Benefits (Non-Medical)

### Online Enrollment:

1. To review plan options, go to MyRCSBenefits.com and click the GREEN button.
2. To enroll, go to MyRCSBenefits.com and click the BLUE button.
3. To access the enrollment system a username and password will be needed.  
Username = Up to first 6 letters of last name, first letter of first name and last 4 numbers of Social Security Number (Example – John Smith 111-22-3333; User Name is smithj3333)  
Password = Social Security Number without dashes (Example – 111-22-3333; Password is 111223333)
4. After initial access, 3 security questions must be answered and a new password created.
5. Follow prompts to the Welcome page and then to update Personal Information and Dependents/Beneficiaries. To cover a spouse or child(ren), enter them as dependents.
6. On the Home screen select My Benefits and continue through each benefit checking the box to select or waive coverage. The box changes to orange when checked and saved.
7. After completion, the Consolidated Enrollment Form will show current and future benefits. At the bottom of the page you can Print or Email yourself a copy of the enrollment form.