

# Instructions for Updating Your Benefit Elections in PRISM

## Step 1

From your County computer, go to [AC Commons](#). Under [Find it Fast](#), click [PRISM Self-Service](#).



From the Navigator, Click on [ACGA Employee Self Service](#) then click on [Benefits](#)

## Step 2

**Welcome:** Current dependents covered on your medical/dental plans, your life insurance beneficiaries and contacts are listed.



If you need to add someone as a dependent or life insurance beneficiary, click [ADD ANOTHER PERSON](#).

### Adding a new dependent/beneficiary:

Fill out the information for your new dependent/ life insurance beneficiary. Please enter all fields marked with an asterisk ( \* ).

### *Benefits Genius Tip:*

The **Relationship Start Date** is either *your hire date* or *the date the relationship started*, whichever is the most recent date. Get this right — it's important.

Click on [Apply](#) at the bottom of the page. Your new person will be listed. Click [Next](#).



No new people to add? Click [Next](#) to continue.

## Step 3

**Choosing your benefits**—Select [Active Flex Program](#) from the list; click [Next](#).

**Benefits Enrollment.** This page show your current elections, including benefits in which you are automatically enrolled. To make a change click [Update Benefits](#) on the right side of the screen.

## Step 4

**Update Benefits.** Scroll down the page to update your benefits.

**Medical & Dental insurance:** Select the medical plan and dental plan and corresponding coverage options by checking a box under **Select**.

If you do not want to enroll in a medical or dental plan, you must check the “Declined Coverage” box at the bottom.

**Vision:** Not editable. Vision is included with medical plans. If you waive medical, you will not have a vision plan.

**Basic Life:** Not editable. This is an automatic benefit paid for by the County.

Medical		
Plan	Option	Select
CIGNA Choice Plus HSA	Individual	<input checked="" type="checkbox"/>
	Individual + Spouse	<input type="checkbox"/>
Waived Medical		
	Declined Coverage	<input type="checkbox"/>

**Supplemental Life Insurance:** Check the **Select** box to purchase the desired coverage.

**For You:** Medical underwriting may be required before approval. You must purchase supplemental life insurance for yourself in order to elect coverage for either your spouse or child(ren).

**For Spouse:** Input an amount of coverage using \$5,000 increments. Your spouse’s insurance amount may not exceed 50% of the your supplemental insurance amount and may not exceed \$250,000.

**For Children:** It’s a flat rate to cover all children. Children are covered at \$10,000 up to age 19.

**Supplemental Life Ins**

Indicates Certification is required.

**Note: Medical underwriting required**

Plan	Option	Select	Coverage	Post-Tax
Supplemental Life Insurance	1/2x Salary (No Tobacco)	<input type="checkbox"/>	52,000.00	3.28
	1x Salary (No Tobacco)	<input checked="" type="checkbox"/>	103,000.00	6.49
	2x Salary (No Tobacco)	<input type="checkbox"/>	206,000.00	12.98
	3x Salary (No Tobacco)	<input type="checkbox"/>	308,000.00	19.41
	4x Salary (No Tobacco)	<input type="checkbox"/>	411,000.00	25.90
	5x Salary (No Tobacco)	<input type="checkbox"/>	513,000.00	32.32
Waived Supplemental Life Ins	Declined Coverage	<input type="checkbox"/>		

**Retirement Savings Plans:** These are automatic enrollments, which you cannot edit.

**Flexible Spending Accounts (FSA):** Check the **Select** box to enroll .

Check **Select** and enter the **TOTAL FISCAL YEAR AMOUNT** that you need in the **Coverage** field.

**Flexible Spending Account**

Plan
Flex Spending Acct - Healthcare
Flex Spending Acct - DependentCare
Limited Purpose FSA

**Enter total amount for FY**

Select	Coverage	Pre-Tax
<input checked="" type="checkbox"/>	2,750.00	687.50
<input type="checkbox"/>	100.00	25.00
<input type="checkbox"/>	100.00	25.00

Click the **Recalculate** button in the lower right. PRISM calculates amount that will be withheld from your biweekly pay in the “pre-tax” column.

If you are currently enrolled in FSA, you **MUST** elect a new amount for July 1 if you need to replenish your account.

The limit for Healthcare FSA and Limited Purpose FSA is \$3,200. The limit for Dependent Care is \$5,000 per family.

You will not be enrolled unless a **Select** box is checked.

**Benefits Genius Tip:** Dependent Care FSA Employer Reimbursement — PRISM will calculate the County’s reimbursement to you and provide it in your pay after July 1<sup>st</sup>. Full-time employees can be reimbursed for 50% of their fiscal year total, up to \$2,000. [Dependent Care FSA Benefit FAQs](#).

Health Care Savings Account (HSA) This option should only be used if you are electing the Cigna Choice Plus HSA plan, other plans are not eligible.

Check **Select** and enter the **BIWEEKLY AMOUNT** you want to contribute each pay period in the **Pre-tax** field.

Health Savings Account	
Plan	
Health Savings Account	

Biweekly Amount	
Select	Pre-Tax
<input checked="" type="checkbox"/>	500.00

Voluntary Long Term Disability: Check the **Select** box to enroll.

Click **Next** to continue.

**Step 5** **Update Enrollments Additional Information.** This is a landing page. There is nothing to complete on this screen. Click **Next** to continue.

**Step 6** **Cover Dependents**  
You must check the **Cover** box for each person to include on your medical and dental insurance.  
Click on **Next**. Please note, not everyone listed is eligible to be enrolled in insurance plans.

Medical : CIGNA OAP IN Coinsurance I	Relationship	Eligible	Cover
Dependent Kanye West	Spouse	Yes	<input checked="" type="checkbox"/>
Dental : Delta Dental Family	Relationship	Eligible	Cover
Dependent Kanye West	Spouse	Yes	<input checked="" type="checkbox"/>
North West	Child	Yes	<input checked="" type="checkbox"/>
Kourtney Kardashian	Sister	Yes	<input type="checkbox"/>
Khloe Kardashian	Sister	Yes	<input type="checkbox"/>
Rob Kardashian	Brother	Yes	<input type="checkbox"/>

**Step 7** **Update Life Insurance Beneficiaries.** Scroll down to select beneficiaries for all of your life insurance coverage.

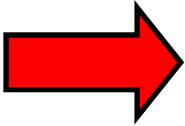
Put a percentage amount in the box for the person you want to designate. Primary and Contingent columns must equal 100%. If you make changes, click **Recalculate**.

If you want to designate a Trust or an organization, you must contact the Benefits Team (benefits@arlingtonva.us) to do so. Click **Next** to continue.

## Step 8 Confirmation of Enrollment, and FINISH

On this final page, scroll down to review your elections, your covered dependents, and life insurance beneficiaries. You may see suspended life insurance elections, and if you enrolled in FSA/HSA, those coverage amounts will show.

Benefit Selections					
Plan	Option	Coverage Start Date	Coverage	Pre-tax	Post-tax
Medical - <a href="#">CIGNA OAP IN Coinsurance</a>	Individual + Spouse	01-Jul-2020		163.61	0.00
Dental - <a href="#">Delta Dental</a>	Family	01-Jul-2020		12.95	0.00
Vision - <a href="#">Vision</a>		01-Jul-2008		0.00	0.00
Basic Life - Basic Life		01-Aug-2019	129,000.00	0.00	0.00
Supplemental Life Ins - <a href="#">Supplemental Life Insurance</a>	1x Salary (No Tobacco)	01-Aug-2019	129,000.00	0.00	13.29
Dependent Supp Life - Spouse Supplemental Life(Suspended)	Coverage Amount	01-Jul-2020	5,000.00	0.00	3.46
Dependent Supp Life - Child(ren) Supplemental Life		01-Jul-2020	10,000.00	0.00	0.38
Retirement Savings Plans - Retirement - Defined Benefits CH46	General	01-Jul-2008		0.00	0.00
Retirement Savings Plans - Retirement - 401a Employer Contrib	General	01-Jul-2008		0.00	0.00
Flexible Spending Account - <a href="#">Flex Spending Acct - Healthcare</a>		01-Jul-2020	500.00	19.23	0.00
Flexible Spending Account - <a href="#">Flex Spending Acct - DependentCare</a>		01-Jul-2020	2,000.00	76.92	0.00
Long Term Disability - Voluntary Long Term Disability		01-Jul-2020	6,406.40	0.00	45.33
<b>Total</b>				<b>272.71</b>	<b>59.00</b>



### Save your Benefit Selection Summary:

- Take a screen shot using Window's *Snip & Sketch* tool
- Right Click and
  - ⇒ Print
  - ⇒ Print to PDF and save
  - ⇒ Web Capture and save

**You must click the **FINISH** button to save your benefit elections.**

### *Benefits Genius Tip:*

Want to confirm that your July 1 elections are saved? [Check this out](#)