

# Active Employee New Hire Enrollment



Our records indicate you are a newly hired employee with the State of Alaska. As part of the new hire paperwork received from your human resource office, you should have received information regarding insurance options, including health insurance, which are provided under Select Benefits commonly referred to as AlaskaCare. This information is also available on the Division of Retirement and Benefits (Division) website at [Alaska.gov/drb](http://Alaska.gov/drb).

**You have 30 consecutive days, including your hire date, to enroll in the Select Benefits health plan. If you do not enroll within 30 consecutive days of your hire date, you will be enrolled in the default plan.**

**The default plan includes *Economy Medical, Economy Dental* and *no Vision coverage*.** During each Open Enrollment you may change your Medical, Dental, Vision, Health Flexible Spending Account (HFSA), or Voluntary Supplemental Benefits and Group Life benefits. For additional information, please see Section 1.8 of the *AlaskaCare Employee Health Plan*.

For complete information to help you make selections regarding your Select Benefits, visit the Division's Health and Optional Benefits for the Employee webpage at [Alaska.gov/drb/ghlb/employee/index.html](http://Alaska.gov/drb/ghlb/employee/index.html).

Employee rates are based on your current family structure. Depending on whether you have eligible dependents, you will be charged a rate for employee only coverage or for employee plus family coverage. You must elect coverage for your dependents at the same time you enroll in the plan. If you do not timely enroll your dependents in the plan, they will not be covered under the plan until you enroll them during the next open enrollment or, if sooner, due to a change in status or another applicable event.

## Ready to Enroll?

The *AlaskaCare Employee Health Plan* provides comprehensive benefits for you and your family. For information on the dependents you may enroll under the plan, please see Section 1.3.2, Eligible Dependents.

Follow these steps to complete your online enrollment:

1. On the Division webpage select the blue myRnB button from the left side of the page.



2. Log in using your myAlaska credentials. This is the same ID and password you use to register for your PFD.
3. On the myRnB page, under *Self-Service Tools*, select *AlaskaCare Benefits Open Enrollment*.
4. Click "Health Dependent Enrollment".
5. Make sure all your eligible dependents are listed. If not, click *Add Dependent*, fill in the blanks, and click *Save Changes*.
6. If there are ineligible dependents listed, select the dependent from the list on the left side of the page. Click *Edit*, then *Terminate Dependent*.
7. If you have not yet provided the Social Security number (or other tax identification number) for each of your dependents that you have enrolled, please do so now. Select the dependent from the list on the left, then choose *Addition of Missing SSN* from the drop-down menu. Be sure to click *Save Changes* once you have added the information.
8. Once your dependents are enrolled, click on the *Print and Sign Verification* button to open the signature verification form in a PDF document and print the verification form.

**NOTE:** After adding your eligible dependents, be sure to **print, sign, and return the verification letter to the Division.** Your dependent enrollment will not be complete until the signed form is received by the Division.

The completed form can be mailed to:

State of Alaska  
Division of Retirement and Benefits  
P.O. Box 110203  
Juneau, AK  
99811-0203

You can also send the form via:

Fax: (907) 465-3086  
Email: [doa.drb.benefits@alaska.gov](mailto:doa.drb.benefits@alaska.gov).

9. Once your review is complete, click *Back to Benefits Enrollment* at the top of the page.
10. Under *Change Reason*, select *New Hire* from the drop-down menu, then click *Change Elections*.
11. Use the drop-down menus to make new elections. Certify your eligibility, then press *Continue*.
12. Review these elections and the updated premiums, then either click *Back* to edit your elections, or *Submit Elections* to enroll.
13. Print the confirmation page for your records.

## Voluntary Supplemental Benefits and Select Life Enrollment

To elect Voluntary Supplemental Benefits (VSB) and Select Life, return to the myRnB main page, under the Services header, click on the *Voluntary Supplemental Benefits Enrollment* link.

You will be redirected to the BenefitFocus portal to log in. If you have not yet created an account with BenefitFocus, you may do so on this page, then proceed to make your elections. For assistance with the BenefitFocus portal or elections process, you may contact the State of Alaska Voluntary Benefits Support at (844) 939-0543.

**Attention!** You may only change your benefit selections during an open enrollment period or within 30 days following a qualified change in your family or employment status. See section 1.8.1, Open Enrollment of the *AlaskaCare Employee Health Plan* for additional information.

If you have questions, please reach out to the Division's Member Services Contact Center toll-free at (800) 821-2251, in Juneau at (907) 465-4460, or by email at [doa.drb.benefits@alaska.gov](mailto:doa.drb.benefits@alaska.gov). Member service agents are available to assist you Monday – Thursday 8:30 a.m. – 4 p.m. and Friday 8:30 a.m. – 3 p.m. Alaska Standard Time.

# ALASKA CARE

*Employee Health Plan*

### Alaska Division of Retirement and Benefits

6th Floor, State Office Building | 333 Willoughby Ave. | P.O. Box 110203 | Juneau, AK 99811-0203

#### Member Services Contact Center

Hours: Monday-Thursday 8:30 a.m. - 4 p.m. | Friday 8:30 a.m. - 3 p.m.

Toll-Free: (800) 821-2251 | In Juneau: (907) 465-4460 | Fax: (907) 465-3086 | TDD: (907) 465-2805  
[alaskacare.gov](http://alaskacare.gov) | [doa.drb.mscc@alaska.gov](mailto:doa.drb.mscc@alaska.gov)

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