



## YOUR BENEFITS ACTION GUIDE

### Make the Most of Your WEA Select Plan Benefits Choices

Open enrollment comes once a year. Use this opportunity to choose the WEA Select Benefits that give you the best value and meet your needs for the next plan year.

Log on to Your Benefits Resources™ (YBR) at <http://resources.hewitt.com/wea> from any computer, tablet or smartphone with Internet access to:

- Learn what your benefit options are through the WEA Select Medical, Dental and Vision Plans through well known carriers, such as Premiera Blue Cross, Delta Dental (formerly Washington Dental Service), Willamette Dental and VSP.
- Use the tools to choose the coverage that's right for you. Compare the costs and features of WEA Select plans, estimate upcoming medical costs, and review your health care costs from last year.
- Make sure your coverage is accurate by reviewing the plans available to you and disenrolling from those that no longer work for you. Do this under step 3, "Enroll."
- Review your dependents to ensure they are listed correctly and have coverage.

### Benefits Enrollment

**It's Fast**

**It's Easy**

**It's Online**



*Turn the page to  
get started now!*



## Enrolling During Open Enrollment

Make sure you have the right coverage for the year ahead. Your District will provide you with information about the dates for your enrollment period.

As a reminder, open enrollment is the only time you can make changes to your benefits, unless you have a major life change (like getting married or having a baby) during the plan year. So be sure to act now.

## If You're Newly Eligible for WEA Select Benefits (Medical, Dental and Vision Plans)

If you want WEA Select Benefits coverage for the current plan year, you must enroll within 31 days of your coverage-effective date.

### Be Sure Your Dependent Information on Your Benefits Resources (YBR) Is Up to Date

- **If your dependents are already enrolled:**  
Verify that their information is current, complete and accurate.
- **If you're adding new dependents:**  
You'll need to provide their full name, Social Security number and date of birth.

**Keep in mind:** We review all newly enrolled dependents to verify their eligibility for coverage. **You will receive a packet of information from WEA Select Dependent Verification.** Any unverified dependents will be removed from coverage.

## One Password Does It All!

Once you've created your password, you'll use it to log on to YBR and to call the WEA Select Benefits Center. Keep your user ID and password in a safe, secure place — such as on the wallet card included in this guide.

**Forgot your user ID or password?** Click on **I Forgot My User ID** or **I Forgot My Password** and follow the prompts.

- **You can retrieve your user ID** by verifying the last four digits of your Social Security number and your date of birth.
- **You can reset your password online** by answering security questions.



# How to Enroll: Step by Step

*YBR makes enrolling for your WEA Select Benefits as easy as 1-2-3.*

1. Log on.
2. Explore your choices.
3. Enroll.

## 1. Log on.

- From any computer, tablet or smartphone with Internet access, log on to YBR at <http://resources.hewitt.com/wea>.
- From the home page, go to **Action Needed!** and click on the enrollment message. This message only appears during annual enrollment.
- You are now on the **Enrollment page**.
- If you are a first-time user, refer to the “Get to Know YBR” section of this guide.

## 2. Explore your choices.

- Learn about your benefits options and access helpful tools you can use to plan your elections.
  - **Medical Expense Estimator.** Make the best plan choice for your needs and budget. To access the tool, select **Estimate and Compare Medical Expenses by Option** under **Tools and Calculators** on the **Medical** page.
  - **Health Plan Comparison Charts.** Learn how coverage works for the available medical options. To access the charts, select the **Health Plan Comparison Charts** button from the enrollment steps or **Compare Medical Options** under **Tools and Calculators** on the **Medical** page. You can compare up to three plans at a time.
  - **Health Care Cost Summary.** Find out what you’ve spent on health care for yourself and your family so far this plan year. You can access the summary from the “Tip” on the **Health and Insurance** page. (Available only if you currently have WEA Select medical coverage.)
- When you’re ready to enroll, select **Enroll in your benefits** to be taken to the **Enroll in Your Benefits** page.
  - **Tip:** If you’re using your tablet or smartphone, keep in mind that the mobile version of YBR doesn’t include the same decision planning tools you’ll find on the full site. So if you’re not sure what coverage you want, you may want to use a computer to enroll.

The image displays three overlapping screenshots of the 'Your Benefits Resources' (YBR) website. The top screenshot shows the 'Open Enrollment' page with a deadline of September 30. It features a 'Before You Enroll in Your Benefits' checklist with five steps: 1. Learn What's New and Changing, 2. Verify Dependent Information, 3. Compare coverage, 4. Review Your Healthcare Costs, and 5. Enroll in your benefits. The middle screenshot shows the 'Medical Expense Estimator' tool, which compares two plans: 'Premiera Plan 2' with a total cost of \$9,855 and 'Premiera EasyChoice A' with a total cost of \$6,278. It includes a bar chart and a legend for Prescription Costs, Out-of-Pocket Costs, and Plan Premium. The bottom screenshot shows the 'Compare Plans' tool, which allows users to select up to three plans to compare and choose the points they want to compare, such as All Points, Plan Facts, and Cost. The bottom-most screenshot shows the 'Health and Insurance Summary' page, which displays the user's current coverage, monthly premium, and a 'What's Changing in Your Life?' section with links to find a doctor, dentist, or hospital, and to change coverage. A 'You've Spent \$0.00 This Year' summary is also visible on the right.

### 3. Enroll.

- On the **Enroll in Your Benefits** page, you'll choose your benefits. Each is listed along with a **View/Change** button beside it.
- To choose the option you want, click **View/Change** and make a selection. If applicable, also select which dependents you want to cover.
  - **Tip:** You can change your elections as often as you like. But to submit your final selections, you must complete your enrollment as described below.
  - **Tip:** Verify that your dependents are eligible for coverage and that you've provided all the required, correct information.
  - **Tip:** If you are moving away from a WEA Select Plan to another carrier, select "no coverage" for medical on YBR.

Then click **Continue** to return to the **Enroll in Your Benefits** page.

- Repeat this process to select your other benefits.
  - **Tip:** You **MUST** check the box to add your dependents to coverage and clear the check box to remove them. You must do this separately for medical coverage and then dental and vision coverage where offered.
- When you finish making your choices, click **Complete Enrollment** at the bottom of the **Enroll in Your Benefits** page.
- To submit your elections, click **OK**.
- After you click **OK**, the **Submitted Successfully** page shows you your elections and lists any required or recommended follow-up steps. Review this page carefully and print it out for your records.
  - **If you have an email address on file**, you'll get an email confirmation within 30 minutes of completing your enrollment on YBR. The email will confirm that you completed your enrollment only; it won't include your actual benefit elections.
  - **If you don't have an email address on file**, your printout of the **Submitted Successfully** page will serve as your enrollment confirmation. You won't get a confirmation in the mail.

The screenshot displays the enrollment process on the WEA Select Benefits website. It includes a summary of selected plans (Medical, Dental, Vision) with their respective monthly premiums. Below this is a detailed table for selecting a medical plan option, showing costs for different coverage levels (You Only, You + Spouse/DP, You + Child, You + Family). The 'Premiera EasyChoice A' option is selected for the 'You + Family' category. At the bottom, there is a 'Complete Enrollment' section with a 'Quit' button and a reminder to return to the site by 09-30-2014. A 'Choose Who's Covered' section is also visible, with columns for Dependent Name, Relationship, and Birth Date.

Option	You Only	You + Spouse/DP	You + Child (ren)	You + Family
<input type="radio"/> No Coverage	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/> Premiera Plan 2	\$776.40	\$1,420.85	\$1,036.50	\$1,703.45
<input type="radio"/> Premiera Plan 3	\$694.75	\$1,271.60	\$927.65	\$1,524.55
<input type="radio"/> Premiera Plan 5	\$908.15	\$1,745.15	\$1,239.10	\$2,102.35
<input checked="" type="radio"/> Premiera EasyChoice A	\$495.90	\$900.55	\$657.75	\$1,078.95
<input type="radio"/> Premiera EasyChoice B	\$495.90	\$900.55	\$657.75	\$1,078.95
<input type="radio"/> Premiera EasyChoice C	\$495.90	\$900.55	\$657.75	\$1,078.95
<input type="radio"/> Premiera QHDP	\$389.85	\$707.10	\$516.75	\$835.45

Use this handy checklist to guide you through the enrollment process.

### Your Enrollment Checklist

Use this handy checklist to guide you through the enrollment process:

#### ☐ Consider Your Needs.

Review how you've used your benefits so far this plan year and talk with your family about which coverages are right for next year.

#### ☐ Explore Your Options.

Use the tools on YBR to see which benefits best fit your situation.

#### ☐ Take Action.

Choose the coverages that best meet your and your family's needs. Make your elections on YBR by the deadline. Be sure to add your dependents.

# Get to Know YBR

Your Benefits Resources (YBR) is your personalized, one-stop shop for access to all the particulars of your health plan. It provides an array of information and tools to help you make the best choices about your health plan for the year ahead. It is also where you go to update your personal information on file and enroll in your benefits.

YBR is available from any computer, tablet or smartphone with an Internet connection — 24 hours a day, seven days a week — at <http://resources.hewitt.com/wea>.

## First-Time User?

Click **Register as a New User** and enter the last four digits of your Social Security number, your date of birth and your home ZIP code. You'll be prompted to create a user ID and password.

- **Tip:** If you get a ZIP code error message and you've recently moved, try using your previous home ZIP code.

You'll also be asked to answer a few security questions. If you ever forget your user ID or password, you can access YBR by correctly answering these questions. You can also enter a hint to help you remember your password.

## Repeat Visitor?

Just enter your user ID and password and log on.

## Need Help?

If you need help accessing YBR or have questions that you can't find answers to on YBR, call **1-855-668-5039**. Representatives are available Monday through Friday from 7:30 a.m. to 5 p.m. Pacific time, except holidays.

If you need help in a language other than English, ask the representative for a translator who speaks your language and hold while a translator is contacted.

## It's Easy to Be Green

Cut the clutter! Sign up to get email about your benefits from YBR instead of through regular mail.

How? Log on to YBR. Select the **Your Profile** tab at the top of the home page and then **Personal Information** in the drop-down box. Follow the steps to enter your email address and update your preferred delivery method for required notices and other correspondence.

**Bonus:** If your email address is on file and you forget your password, you can *immediately* be reminded of or reset it. (Of course, you can also call the WEA Select Benefits Center to reset it, but it can take up to 10 business days to get your new password in the mail.)



## Connect, Contact, Call

YBR: <http://resources.hewitt.com/wea>

Available 24/7

**WEA Select Benefits Center**  
**1-855-668-5039**

Representatives are available Monday through Friday from 7:30 a.m. to 5 p.m. Pacific time, except holidays.

YBR user ID: \_\_\_\_\_

YBR/WEA Select Benefits  
Center password: \_\_\_\_\_

**Keep this card in a safe, secure place.**

Use this handy card to  
keep your benefits contacts  
at your fingertips.

**NOTE: You may have health care options available to you in addition to the WEA Select plans. Please contact your benefits office for information.**

This brochure highlights how to access the Your Benefits Resources website and the WEA Select Benefits Center. It provides a general overview of certain terms and conditions of health and insurance benefit plans and programs and is for informational purposes only. Details of these plans and programs can be found in the plan documents or HR policies that govern all aspects of the plan or program. In the event of a discrepancy between the information contained in this brochure and the applicable HR policies, agreements or plan documents, the relevant HR policies or plan documents will control. WEA reserves the right to amend or terminate the plans or programs at any time and for any reason.