

From: [HR-Benefit Services](#)
To: [PAR Contacts](#)
Subject: Please distribute - 2019 Open Enrollment starts Monday, October 1!
Date: Friday, September 28, 2018 12:02:31 PM
Attachments: [2019 eCAPS OE Instructions.pdf](#)

Please distribute -----

2019 Open Enrollment starts Monday, October 1, 2018!

Starting Monday, October 1 - log into [eCAPS](#) from any internet connected device to review your benefits, make changes, re-enroll/enroll in a Flexible Spending Account or the Dependent Care Assistance Program.

Open Enrollment closes Friday, October 26, 2018. Refer to the attached 2019 eCAPS OE Instructions for navigating to Open Enrollment in eCAPS.

****Remember** – you cannot make changes to your benefits outside the annual Open Enrollment period unless you experience a Qualifying Life Event. **

The [Benefit Services webpage](#) is the spot to visit for learning more about available benefits in 2019, reviewing the 2019 rate sheets, and view copies of Open Enrollment communications sent to date.

Visit an Open Enrollment Computer Lab for assistance.

DATE	TIME	LOCATION
Tuesday, Oct. 2	2 – 4 p.m.	2812 Meadowview Rd., Bldg. 1 & 2
Thursday, Oct. 4	2 – 4 p.m.	918 Del Paso Blvd (NACY), Bldg. 1, 2nd floor
Monday, Oct. 8	2 – 4 p.m.	5730 24th St., CR Bldg. 7, 2nd floor
Friday, Oct. 12	2 – 4 p.m.	300 Richards Blvd, Room 325
Monday, Oct. 15	2 – 4 p.m.	2812 Meadowview Rd, Bldg. 1
Monday, Oct. 22	2 – 4 p.m.	918 Del Paso Blvd (NACY), Bldg. 1, 2nd floor
Thursday, Oct. 25	2 – 4 p.m.	5730 24th St., CR Bldg. 7, 2nd floor
Monday-Friday, Oct. 1-26	9 a.m. – 4 p.m.	Benefit Services Office: 915 I Street, HCH, Plaza Level

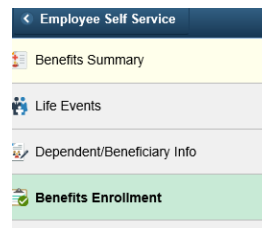
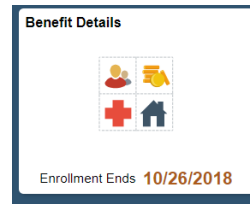
OPEN ENROLLMENT eCAPS INSTRUCTIONS

STEP 1: Log in to eCAPS

- Open a web browser from any internet connection and go to <https://eCAPS.cityofsacramento.org>.
- Sign in with the same username and password you use when submitting your timesheet.
For assistance logging into eCAPS, contact the IT Help Desk at (916) 808-7111, or for Police and Fire employees, contact the PSIT Help Desk at (916) 808- 0444.

STEP 2: Access Your Open Enrollment Event

- Once on the eCAPS home page, click the **Benefit Details** tile.
- Click on **Benefits Enrollment** on the left-hand side of the page
- Click on **Select** to review/change your elections for 2019



Welcome to the Benefits Online Enrollment!

Changes to your benefit choices can only be made upon hire, during the annual open enrollment period, if you have a qualified family status change, or with certain employment status changes.

2019 Annual Open Enrollment Period is Monday, October 1, 2018 to Friday, October 26, 2018.

The Select button next to an event means it is currently open for enrollment. To begin your enrollment, click Select. It may take a few seconds for your enrollment information to load.

Open Benefit Events				
Event Description	Event Date	Event Status	Job Title	
Open Enrollment	01/01/2019	Open	[REDACTED]	Select

STEP 3: Review Your Benefit Elections

- Review your current benefit elections. The page will look something like this:
- If you want to participate in a Health or Dependent Care Flexible Spending Account in 2019, you MUST elect the benefit during Open Enrollment. Participation in the 2018 plan does NOT roll to 2019.

Enrollment Summary					
Edit	Medical	PayPeriod	Credits	Before Tax	After Tax
Current:	Western Health \$40-Copay HMO EE & 2+Dep				
New:	Western Health \$40-Copay HMO EE & 2+Dep	20.46	0.00	20.46	
Edit	Dental	PayPeriod	Credits	Before Tax	After Tax
Current:	Delta Premier DPO Plan EE & 2+Dep				
New:	Delta Premier DPO Plan EE & 2+Dep	65.02	0.00	65.02	
Edit	Vision	PayPeriod	Credits	Before Tax	After Tax
Current:	VSP Vision Plan - Enhanced EE & 2+Dep				
New:	VSP Vision Plan - Enhanced EE & 2+Dep	13.82	0.00	13.82	

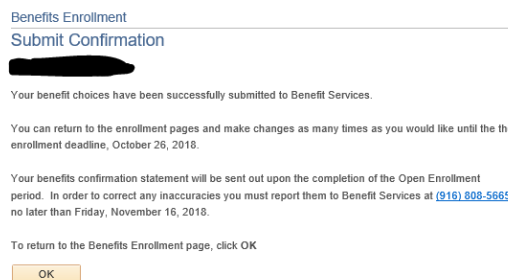
OPEN ENROLLMENT eCAPS INSTRUCTIONS

STEP 4A: If You Are Making Changes

- Click the “**Edit**” button next to the benefit you would like to change.
- Follow the instructions on the next page.
- Click “**Save and Continue**” at the bottom of the page:
- Repeat for any other benefits you want to change.
- Review your changes on the Enrollment Summary page and click “**Save and Continue**” at the bottom of the page.
- Review the Arbitration Agreements and click “**Submit**” at the bottom of the page.
- This will take you to the confirmation page. Click “**Submit**” no later than 11:59 pm, Friday, October 26, 2018, to finalize your enrollment.

STEP 4B: If You Are NOT Making Changes

- Once you are done confirming your current benefit elections and determined that you have no changes to make for 2019, click the “**Save and Continue**” button at the bottom of the page.
- Review the Arbitration Agreements for Kaiser, Sutter Health Plus and Western Health Advantage, if participating in any of those plans, and click the “**Submit**” button at the bottom of the page.
- This will take you to the confirmation page. Click “**Submit**” no later than 11:59 pm, Friday, October 26, 2018, to finalize your enrollment.
- You should end with the Submit Confirmation screen.



Questions? Benefit Services is available Monday – Friday, 8 am – 5 pm at (916) 808-5665 or by emailing OpenEnrollment@cityofsacramento.org.

2019 OPEN ENROLLMENT



October 1 - 26, 2018

Make changes for the 2019 Plan Year

- Change your benefit elections
- Add or drop dependents & review dependents for eligibility
- Enroll in Flexible Spending Accounts

e-CAPS will be ready for you to make your 2019 election changes from October 1 – 26, 2018. Access <https://ecaps.cityofsacramento.org> on your mobile device or computer!

Take time to learn more at one of the following Benefit Fairs:

- | | | |
|--------------|------------------|--|
| • October 3 | 2:00pm to 4:00pm | 2812 Meadowview Rd, Multipurpose Room |
| • October 10 | 2:00pm to 4:00pm | South Area Corp Yard, 5730 24th Street |
| • October 17 | 1:00pm to 3:00pm | City Hall Plaza, 915 I Street |

Email openenrollment@cityofsacramento.org for questions.

[Benefit Services Division](#)

Department of Human Resources
915 I Street, HCH, Plaza Level
Sacramento, CA 95817
916-808-5665

Office Hours: Monday-Friday, 8:00am-5:00pm

**** 2019 Open Enrollment is *October 1-26*. Annual elections can be made through eCAPS with any device that has an Internet connection!****