

ONLINE ENROLLMENT

<https://regenceutah.secure-enroll.com/go/regenceutah>



WELCOME TO ONLINE ENROLLMENT!

You will be able to use Online Enrollment for your initial benefit enrollment and to make changes to your benefits throughout the year. This can be helpful if your address, contact information, or other personal information changes.

- **Start by going to Regence Online Enrollment**—Go to <https://regenceutah.secure-enroll.com/go/regenceutah>. This link is also on the HR web site.
- **Click “Create an Account”**

Welcome to Online Enrollment!

Regence BlueCross BlueShield provides employers, producers and consumers a single Web-based platform for shopping, enrolling, managing and exchanging benefit information.

Log in to your account

Username*

Password*

Log in

Can't access your account?
Create an account

What are the Login and Password requirements?

To log into the system, enter your ID and password and select *Enter*.

Your Login ID:

- Is not case sensitive
- Must be unique
- Must be at least six characters
- Cannot be more than 15 characters
- Cannot contain white space

Your Password Must:

- Contain 8-15 characters
- Contain at least one capital letter
- Contain at least one lower case letter
- Contain at least one number
- Cannot have more than two of the same characters in a row
- Cannot be the same as your old password
- Cannot contain your Login ID

- You will be asked to enter information to identify yourself. Once you are identified, you will be asked to create a User ID and Password
- Once on the *Home* page select the *Get Started* button to begin the enrollment process
- The Open Enrollment benefits section displays all new benefits for which you will be eligible. Select the Begin Enrollment button under enroll in the new benefits you want for the upcoming period.



Home

Language Preferences

MANAGE ACCOUNT

Login Information

QUICK LINKS

Welcome to Open Enrollment for Salt Lake Community College!

Please review the Open Enrollment Guide for Instructions. If you need any assistance Regence Online Technical Support:

Open Enrollment Member Guide V7.1 SLCC 2017-2018.docx

Get started >

<https://regenceutah.secure-enroll.com/go/regenceutah>

Click on Member Login

Save this web site in your favorites for easy access throughout the year.

ONLINE ENROLLMENT AFTER OPEN ENROLLMENT

HOW TO CHANGE INFORMATION ENTERED FOR BENEFITS

Select the *Edit* button on the *Main* page. The corresponding page opens, where you can begin to make changes.



Update your Medical coverage
ValueCare High Deductible Plan Group

Offered By:
Effective Date:
Persons Covered:

Edit coverage

Show Plan Details

Note: You may need to enter a life event (such as a marriage, birth or adoption) before you can make changes to existing benefit elections. This typically occurs if you are outside of your initial enrollment period as a new employee and if you are not in an Open Enrollment period.

HOW TO EDIT PERSONAL INFORMATION

Access personal information by selecting the profile tab at the left of the main page. Then click Personal Information. The personal and demographic information page presents the opportunity to enter your personal information.

Profile
Review and complete the required information for your profile below.

Personal Information

Personal and demographic information

First name *	Middle name	Last name *
Mike		AttTest0514

Suffix

Date of birth * 01/01/1980 Social Security Number 170-68-0514

Gender * Female Male Marital status ---Please Select---

Contact Information

Home phone	Cell phone	Alternate phone
123-456-7890		

Email

Address 1 * 123 Main Street Address 2

City * Test City State / Province * SC

Country * USA Zip * 12345

Save

HOW TO CORRECT INFORMATION, IF ENTERED INCORRECTLY

From the Home page, select the Benefits link, and then select the applicable benefit. On the Summary page for that benefit, select the dependent's name.

Make necessary changes, and when you're done, select the Next button until you reach the Summary page to save your changes.

Dependents [Edit](#)

Name	Relationship	Status
Jack Anderson	Child	

To edit a person's Name or SSN, click the person's name.

How to Add or Remove a Dependent and Life Event Changes

1. When you sign into Online Enrollment you will find the message below. Please select **Edit your benefits**.

Welcome to Open Enrollment for Salt Lake Community College!

Please review the Open Enrollment Guide for Instructions. If you need any assistance Regence Online Technical Support: (855) 216-8125 is here to help

[Edit your benefits >](#)

2. Select your reason for changing your benefits and enter the date of the event, then click **Next**.

Select reason for changing your benefits

You are making a change to benefit elections. Why are you making this change?

Select reason for change *

--- please select ---

[Life event not listed?](#)

Enter the date of this life event *

3. Click on **Edit Coverage** to make changes to your plan.



Update your Medical coverage
ValueCare High Deductible Plan Group

Offered By:

Effective Date:

Persons Covered:



Update your Dental coverage
Dental ASC Expressions Utah Dental

Offered By:

Effective Date:

Persons Covered:

[Edit coverage](#)

[Show Plan Details](#) ▼

[Edit coverage](#)

[Show Plan Details](#) ▼

4. To **add a dependent**: select **Add Dependent** and click **Next** and then please complete the fields provided and click **Save**. You will find a * next to the required fields.

To **remove a dependent**: uncheck the box beside their name and click **Next**.

Eligible For Coverage

Select

Name



K

[Add Dependent](#)

5. You will have an opportunity to change your plan or stay on the same benefit plan then click **Next**.
6. You will be asked if the dependent has Medicare or any Additional Insurance and then select **Save Changes**. You will be brought back to your home page where you can download your **Employee Summary** report which will reflect the changes you just made to your covered dependents and plan.

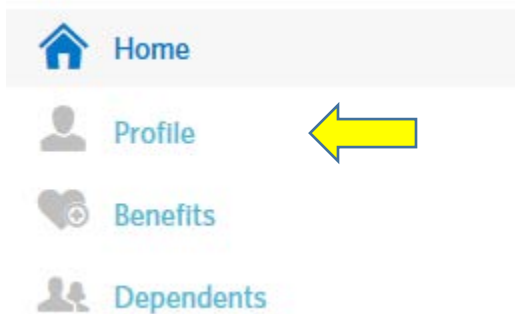
Important Documents

 [Employee Summary Report](#)

 [Employee Detail Report](#)

How to Change your Address or Update your Last Name

1. Please select the **Profile** tab



2. Select **Personal Information**. Please update your personal information and enter the Effective Date for this change and click **Save**.

Profile

Review and complete the required (*) information for your profile below.

> Personal information	✓ Section complete
> Emergency contact(s)	✓ Section complete