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Cc: [Gonzales, Melanie M.](#)
Subject: 3 Days Left To Complete Your Health Benefits Open Enrollment
Date: Wednesday, May 13, 2020 3:18:44 PM
Attachments: [image001.png](#)
[AF San Bernadino Self-Service Instruction Flyer.pdf](#)
[2020-2021 Employee Benefits Enrollment Guide.pdf](#)
[2020-2021 Open Enrollment FAQs.pdf](#)
[2020-2021 Opt-Out Medical Form.pdf](#)
[2020-2021 Open Enrollment Presentation.pdf](#)

To: SBCCD Health Benefits Eligible Employees
From: Human Resources
Re: 3 Days Left To Complete Your Health Benefits Open Enrollment

Only 3 days remain in the Open Enrollment period that ends on Friday, May 15th. This year, all benefits eligible employees will need to make benefit elections during Open Enrollment even if you do not plan on making changes to your coverages.

Enrollment status as of today:

- 55% completed enrollment (*great job!*)
- 9% have incomplete enrollments (*you have been emailed today if your enrollment is incomplete*)
- 36% have not started their enrollment (*time is running out!*)

Here are some important reminders for Open Enrollment

- All employees are required to complete the online enrollment process. Yes, that even means if you are not changing anything.
- Blue Shield medical plans will no longer be offered as of July 1st. Current Blue Shield members need to access the online enrollment system and choose a new medical plan for 2020/2021
- If enrolling in an Anthem Blue Cross HMO medical plan, you will need to identify your Primary Care Physician's (PCP) ID #. [CLICK HERE](#) for the webpage to locate your PCP ID. Click either "HMO (Full Network)" for CA Care HMO plan or "Select HMO Network" for

Select HMO plan.

- If you are opting out/waiving medical coverage for 2020/2021, complete the attached 2020-2021 Opt-Out Medical Form and email it to Melanie Gonzales (mgonzales@sbccd.edu) with a copy of your medical insurance ID card or other proof of coverage.

To access the Open Enrollment online portal and begin your enrollment, [CLICK HERE](#)

1. Enter your Social Security Number (SSN) without the dashes
2. Your PIN is the last four digits of your SSN followed by the last two digits of your year of birth
 - a. Example: SSN is 123-45-6789 and DOB is 1/11/1975.
PIN= "678975"
3. **Included in the recording of the live webinar, is a demonstration on how to complete your online enrollment within the online portal. Skip to the 45 minute mark of the recording, for the demonstration. Recording can found by [CLICKING HERE](#)**

Employees will not be able to meet with American Fidelity representatives in-person like in years past. Instead, employees are encouraged to schedule a virtual appointment with American Fidelity. See attached flyer titled "AF San Bernardino Self-Service Instruction Flyer" for more information. To schedule an online virtual appointment with American Fidelity: [CLICK HERE](#)

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Due to the COVID-19 pandemic, San Bernardino Community College



District has restricted student and employee access to the campuses and district office beginning March 19th through May 22nd. During this time employees are working remotely. Please allow for additional response time from Human Resources staff as we adjust to our new working conditions. For more information and district updates on the response to the COVID-19 pandemic, click here:

http://www.sbccd.org/Human_Resources-Jobs/employee-labor-relations/safetyrisk/Coronavirus_Updates