

Diocese of Tucson 2011 – 2012 Benefit Enrollment Instructions

How to Enroll

The Diocese of Tucson processes benefit elections using paperless enrollment. Every benefit eligible employee (30 hours or more) must enroll on-line or over the phone.

To Get Started! A User ID and Password is required to access the site.

Obtaining a User ID and Password for New Users

You may obtain your unique User ID and Password for the first time by going to the Reta Trust home page (www.retatrust.org) and clicking on the link for assistance with log-in.

You will be prompted to enter:

- First Name
- Last 4-Digits of you Social Security Number
- Date of Birth
- 5-digit Zip Code

RetaEnroll will immediately verify your information and ask you to enter an email address. For security purposes, you will be prompted to complete an email validation process. RetaEnroll will immediately send you two separate emails. The first email will contain your User ID; the second will contain your Password. Once you receive both your User ID and Password, return to www.retatrust.org and enter your new User ID and Password in the upper right corner and you will be directed to the **Open Enrollment Wizard**.

Once logged in, you will have the opportunity to modify your system-assigned User ID and/or Password to values you find easier to remember. Please save your confidential User ID and Password in a secure place. Neither your HR department nor BAS can provide you with your User ID or Password. You must use the self-service "Help" link at www.RetaTrust.org to obtain this information.

Obtaining a User ID and Password for Existing Users

You may have your unique User ID and Password resent to you if you are a returning user by going to the Reta Trust home page (www.retatrust.org) and clicking on the link for assistance with log-in. You will have to provide your email address you previously entered into the RetaEnroll system. Enter your email address in the left panel.

RetaEnroll will immediately verify your information. RetaEnroll will immediately send you two separate emails. The first email will contain your User ID; the second will contain your Password. Once you receive both your User ID and Password, return to www.retatrust.org and enter your User ID and Password in the upper right corner and you will be directed to the **Open Enrollment Wizard**.

Making your Online Elections

The enrollment site is available 24 hours a day, 7 days a week during the Open Enrollment period. When you're ready to make your elections, follow these five steps:

1. Go to www.retatrust.org and enter your User ID and Password in the upper right hand corner.
2. Follow the easy enrollment steps using the Open Enrollment Wizard.
3. Confirm or change your benefit options.
4. Approve your elections.
5. Print your benefits confirmation statement. Provide a copy to your employer.

If you need to go back and make changes, you may do so as long as it is within the open eligibility period.

Making Elections Over the Phone

If you prefer to enroll in benefits over the phone or do not have access to the Internet, call RetaEnroll Customer Service at 1.877.303.RETA (7382) between 8:30am and 8:00pm EST.

Need Assistance

If you have questions about the enrollment process, call RetaEnroll Customer Service at 1.877.303.RETA (7382) between 8:30am and 8:00pm EST.

If you have questions about your benefits plan, contact Diocese of Tucson Human Resources at 520-792-3410.

Need More Detailed Information

Please access the Reference Library at www.retatrust.org for detailed information. The Reference Library can be found under "Tools" in the left side navigational column. You must login with your User ID and Password to access this resource.