

Diocese of Tucson

2010 -2011 Benefit Enrollment Instructions

Employees working 30 hours or more are eligible to enroll in benefits with the Diocese of Tucson. Those newly eligible or who have an IRS qualifying life-changing event may elect coverage for benefits in the plan year July 1, 2010 until June 30, 2011. Once you make your elections, you will not be able to make changes to your elections until the next open enrollment period effective July 1, 2011.

Eligibility

Eligibility is based on classification. Every benefit eligible employee (30 hours or more) must enroll on-line or on the phone. Classifications and waiting periods are listed below.

Lay Employees	1 st of the month following 90 days for medical, dental, vision and Life/AD&D.
Teachers (Contracted)	1 st of the month following 30 days for medical, dental, vision and 90 days for Life/AD&D.
Priests/Religious	1 st of the month following date of hire, if hired on the 1 st of a month, then on date of hire for medical, dental and vision.
Change of Hours	1 st of the month following date of change, if change is on the 1 st of a month, then on date of change.

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 on the phone.

Register for On-Line Enrollment / Obtain a User ID and Password

A User ID and Password is required. To obtain your User ID and Password, go to www.retatrust.org, click on the link for assistance with your ID/Password (below the login box), and follow the instructions.

For security purposes, you will be sent two separate e-mails: one containing your User ID and one containing your Password. Once you receive this information, go back to www.retatrust.org and enter the information to access your account. You may change your assigned User ID and/or Password to one you find easier to remember.

Making your Online Elections

The enrollment site is available 24 hours a day, 7 days a week. When you're ready to make your elections, follow these five easy 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 through the Open Enrollment Wizard.
3. Elect your options or make changes.
4. Approve your elections.
5. Print your benefits confirmation statement.

If you need to go back and make changes, you may do so as long as it is within 30 days from the effective date of coverage.

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. You will need a copy of your enrollment form to follow along.

If you 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, or email RetaEnroll at HelpMe@BASusa.com.

If you have questions about your benefits plan, contact Alicia Corti at 520-792-3410.

If you Need More Detailed Information

Please access the Reference Library at www.retatrust.org for detailed information including:

- Plan Summaries
- Current Contribution Schedule

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.