

Diocese of Tucson

2010 Open Enrollment Instructions

Open Enrollment is about to begin for the Diocese of Tucson!

Open Enrollment for 2010 benefit elections will begin on **May 14** and will end on **May 28**. Open Enrollment is your annual opportunity to elect coverage for the plan year July 1, 2010 until June 30, 2011.

What's Changing for 2010?

The premiums did increase and will be adjusted to our new rates, however we are pleased to announce that there will be no benefit plan changes.

We are changing how you will enroll. We are now using paperless enrollment. Every benefit eligible employee (30 hours or more) must enroll on-line or on the phone.

Everyone MUST re-enroll in benefits during open enrollment for an effective date of July 1, 2010. The elections must be made between May 14, 2010 and May 28, 2010. Please note that enrollments WILL NOT be accepted after May 28, 2010.

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 during Open Enrollment which ends May 28, 2010. 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 the Open Enrollment 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. 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.