

## **PEEHIP ENROLLMENT FOR NEW EMPLOYEES**

**New employees** have the ability to use the Member Online Services (MOS) system to enroll in **PEEHIP Hospital Medical** and/or the **Optional Coverage Plans** within 30 days of their date of employment. **New employees** will have the option of enrolling on 1) their date of hire or 2) the first day of the month following their date of hire. The MOS system allows the employee to choose which enrollment date he/she wants for their Hospital Medical and Optional coverage plans. New employees enrolling in a **flexible spending account** will have a Begin Date of October 1 if the member's hire date is between July 1 and September 20. If the member's hire date is outside of these dates, the Begin Date will be the first day of the full month after the date of hire.

***To enroll in PEEHIP coverage, New Employees should:***

1. Go to the RSA Website at [www.rsa-al.gov](http://www.rsa-al.gov) .
2. Click the **Member Online Services** link on the left side of the page.
3. If the member has not registered, he/she will need to create an online account by creating a User ID and Password. After successfully creating an account, choose the **“Enroll or Change PEEHIP Coverages”** link on the left side of the page.
4. Choose the option **“New Enrollment: I am a newly hired employee and want to enroll in health insurance and/or flexible spending accounts...”** (See screen shot below.) This option will only display for 30 days from the new employee's hire date. At the end of this time period, the link is no longer available and the new employee cannot enroll online.
5. Print a **confirmation page** and return a copy to the Payroll Office.

### **Enroll In or Change PEEHIP Coverages**

New Enrollment: I am a newly hired employee and want to enroll in health insurance and/or flexible spending accounts for an effective date of my date of hire or the first of the month following my date of hire. (Note: Flex annual amount(s) entered will be divided over the months left in this plan year, not by 12 months.)

**If you have any questions, please call Cindy Brownfield at 334-774-5197 ext 2511.**