



The Diocese of Toledo Health Benefits Trust partners with Benefit Allocation Systems (BAS) to offer online benefits administration through www.MyEnroll360.com.

The following benefit elections will be made online for this year's Open Enrollment:

- ✓ Healthcare
- ✓ Dental (if offered)
- ✓ Vision (if offered)
- ✓ Healthcare Flexible Spending Account
- ✓ Dependent Care Flexible Spending Account

MyEnroll³⁶⁰

Open Enrollment is your annual opportunity to make benefit changes for the upcoming plan year, which begins on July 1, 2021. Open Enrollment will be conducted **online** at www.MyEnroll360.com, where you can find all the information you need to make your benefit elections. **The 2021 Open Enrollment period begins on Monday, May 17, 2021 and ends on Wednesday, June 2, 2021.**

MyEnroll360 will walk you through your benefit options, and contains a helpful Library with all of your benefits information in one place. You can review your plan options, see the cost of coverage, and learn more about our health insurance carrier, Anthem. You will log in to MyEnroll360 and go through each benefit to make your elections. We feel it is important for everyone to go through all your benefits to make sure that your elections reflect the coverages you need for yourself and your family.

During the Open Enrollment window (Monday, May 17 – Wednesday, June 2), you can do the following online at MyEnroll360.com:

- Change from the Premium Plan to the Standard Plan (or vice versa) effective July 1, 2021.
- Elect coverage if you are not currently enrolled, cancel coverage, or enroll/cancel coverage for your spouse/dependent(s) effective July 1, 2021.
- Make Healthcare and/or Dependent Care FSA elections for the 2021-2022 plan year, which begins July 1, 2021.

Interested in a Flexible Spending Account for the 2021- 2022 Plan Year?

Healthcare and Dependent Care Flexible Spending Accounts (FSA) allow you to set aside pre-tax dollars from your paycheck to pay for eligible unreimbursed out-of-pocket health and dependent care expenses that you and your family incur. If you are not currently participating in either account, then you may be paying for these expenses with after-tax dollars. By using a Flexible Spending Account, you can save money on taxes and benefit from more of the money you earn. You can learn much more about the FSA programs when you log-in to your MyEnroll360 account.

Benefit Allocation Systems (BAS) will be administering our FSA program again this year. If you are currently participating in one of the FSA options, we do recommend reviewing the FSA program materials located in the MyEnroll library, which you can access through your MyEnroll account. These materials will help you understand the benefits of having an FSA, how the plan operates, and your responsibilities as a plan participant. ***If you participated in one or more Flexible Spending Account in the current year, and you wish to participate in the new 2021-2022 plan year, you MUST make a new election for the new plan year.***

Making your Online Elections

The enrollment site at www.MyEnroll360.com is available 24 hours a day, 7 days a week during the Open Enrollment period. When you are ready to make your elections, follow these five steps:

1. Go to www.MyEnroll360.com and enter your User Name and Password. If you have forgotten your user name or password, please see troubleshooting guide on next page.
2. Follow the easy enrollment steps using the Enrollment Wizard.
3. Complete your benefit selections.
4. Approve your elections.
5. Print your benefits confirmation statement.

If you need to make changes to your elections, you may do so as long as it is within the Open Enrollment period. The Open Enrollment period will close at 11:59 p.m. on Wednesday, June 2, 2021.

If you need more detailed information or assistance

Detailed information about your benefit plans will be available in MyEnroll360 in the online Reference Library link under "Quick Links" or in "Tools" found under the left menu bar. You must log-in with your User ID and Password to access this resource.

If have questions while you are using MyEnroll360, you may contact Benefit Allocation Systems, LLC. (BAS) at Service@BASusa.com or call 1.800.945.5513 from 8:30 a.m. to 5:00 p.m. EST, Monday through Friday.

Note: If you do not have internet access or need help with accessing the technology needed for your online enrollment, please contact your supervisor or your parish/school business manager for assistance.

Login Troubleshooting

How to Obtain User Name and Password for First Time Users:

- Click “First Time User”
- Enter your email address and click “I Am Not a Robot”
 - Your User Name and Password will be sent to you via email

How to Reset Your Password:

- Click “Forgot User Name or Password” on the MyEnroll360 login page
- Click “Password”
- Enter your User Name and Click “I Am Not a Robot”
- Click “Find Account”
- Copy the temporary Password that was sent to your email
- Click the “Click here to login” button in the Password reset email
- Enter your temporary Password
- Click “Next”
- Enter your new Password
- Click “Finish”

How to Reset your User Name:

- Click “Forgot User Name or Password” on the MyEnroll360 page
- Click “User Name”
- Enter your email address and Click “I Am Not a Robot”
 - If you do not know which email is associated with your user account, Click “I Don’t Know My Email”
- Click “Find Account”
- Your email will be delivered to the email address associated with your account

If you are in need of further assistance, please contact Client Services at 1-800-945-5513.

Thank you in advance for your cooperation through our Open Enrollment process.