



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

Beginning with this year's Open Enrollment, the following benefit elections will now be made online:

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

MyEnroll 360

Open Enrollment is your annual opportunity to make benefit changes for the upcoming plan year, which begins on July 1, 2020. Open Enrollment will be conducted this year **online** at www.MyEnroll360.com, where you can find all the information you need to make your benefit elections. **The 2020 Open Enrollment period begins on Friday, May 15, 2020 and ends on Sunday, May 31, 2020.**

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 (Friday, May 15 – Sunday, May 31), you can do the following online at MyEnroll360.com:

- ✓ Change from the Premium Plan to the Standard Plan (or vice versa) effective July 1, 2020.
- ✓ Elect coverage if you are not currently enrolled, cancel coverage, or enroll/cancel coverage for your spouse/dependent(s) effective July 1, 2020.
- ✓ Make Healthcare and/or Dependent Care FSA elections for the 2020-2021 plan year, which begins July 1, 2020.

Interested in a Flexible Spending Account for the 2020-2021 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.

Beginning July 1, 2020, Benefit Allocation Systems (BAS) will also administer our FSA program. If you are currently participating in one of the FSA options, you will receive an email about what this change means for you. ***If you participated in one or more Flexible Spending Account in the current year, and you wish to participate in the new 2020-2021 plan year, you MUST make a new election for the new plan year.***

Access to MyEnroll360

1. Your employer has provided MyEnroll360 with an email address for you. In most cases, this is your work email, but also may be a personal email address. You will receive an Email Verification Request from Security@MyEnroll.com containing a 4-digit code – Click on the link, Verify Your Email Address. This will ask for personal information that is necessary to set up your MyEnroll360 access, but it is NOT spam. If you do not receive the email by May 16th, please contact BAS Client Services Department at 800.945.5513 and Press 1
2. Complete all the fields on this form and then click Submit
3. You are taken to MyEnroll360 homepage – Click on orange link First Time Users
4. Follow the directions to Request Your User Name and Password
5. **Any questions – call BAS for help at 800.945.5513 and press 1**

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.
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 Sunday, May 31, 2020.

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 you 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.

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