

Welcome to Rutherford Online Enrollment!

For the 2009 Open Enrollment season, we will be using our internet-based tool to complete the enrollment process! Please follow the easy instructions below to complete your enrollment for the 2009 benefit year.

Open Enrollment will take place November 1 through November 30. You must use this new tool to change your benefit selections for medical and dental. No paper enrollment changes will be accepted. If you do not desire to make any changes to either of your medical or dental coverages, you do not need to enter the model, your benefits will roll forward. However, we do encourage you to log in to verify your benefits and print your selections for your records.

To Login, you will need a User Name, Company Identifier, and Password. If you are a first time user or did not change your password last year, please use the preset below:

User Name: rc (lower case), last 6 of your Social Security Number

Company Identifier: rutherford (lower case)

Password: First Initial, Last Initial (upper case), date of birth(MMDDYY)

Example: Jim Smartt, Social Security Number 123-45-6789, Date of Birth 05/15/62

User Name: rc456789

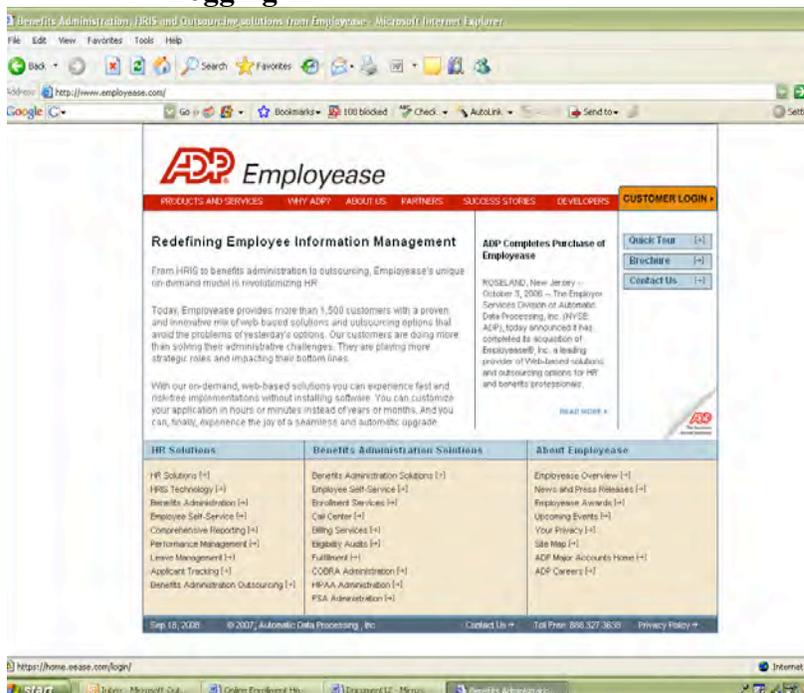
Company Identifier: rutherford

Password: JS051562

If you have changed your password since last year, you will need to use the password that you chose.

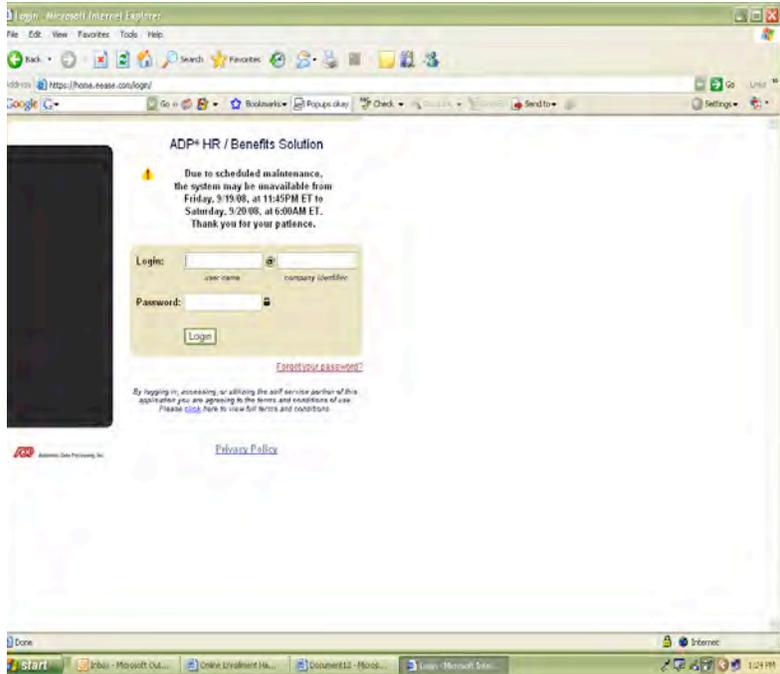
If you have any questions, please call the Insurance Department at 898.7715, and we will be happy to assist you.

Logging In



Launch an internet browser such as Internet Explorer.

Navigate to www.employeease.com and click **Customer Login** (orange box in upper right corner of screen)



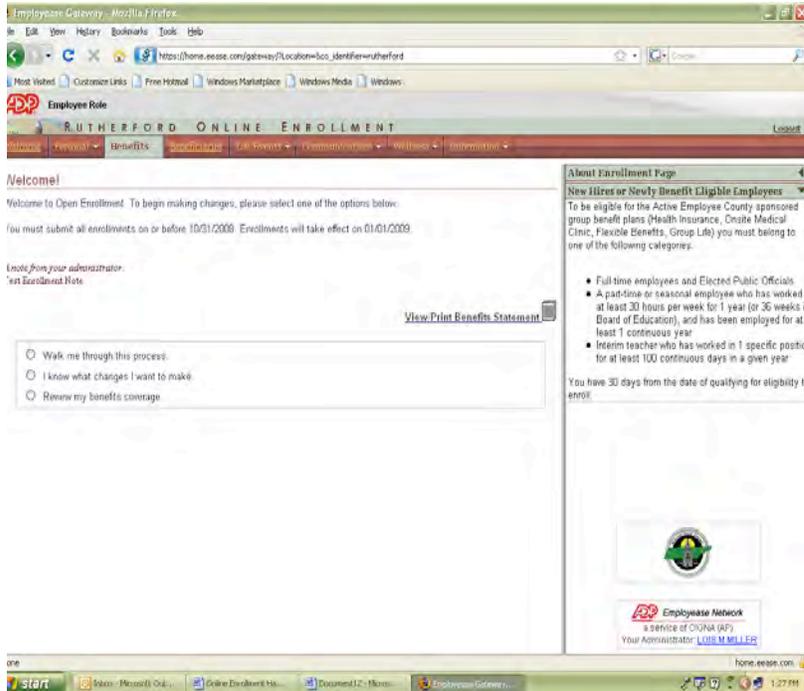
Enter the following login information:

User Name: _____

Company Identifier: _____

Password: _____

How to Enroll



This is the enrollment page. A wizard-based Enrollment Tool begins the Enrollment Process.

You will see 3 benefit enrollment options. We recommend first-time users select “Walk me through this process.” The tool will then lead you screen by screen through your enrollments in medical and/or dental programs.

Make Your Choices

Medical

Please choose your plan coverage options.

Decline Medical

Plan	Coverage	You Pay (per month)
<input type="radio"/> CIGNA Healthcare: City EEs - Option 1		
<input checked="" type="radio"/> CIGNA Healthcare: City EEs - Option 2	You and Your Spouse	\$94.96
<input type="radio"/> CIGNA Healthcare: City EEs - Option 3		

About Enrollment Page

New Hires or Newly Benefit Eligible Employees

To be eligible for the Active Employee County sponsored group benefit plans (Health Insurance, Onsite Medical Clinic, Flexible Benefits, Group Life) you must belong to one of the following categories:

- Full-time employees and Elected Public Officials
- A part-time or seasonal employee who has worked at least 30 hours per week for 1 year (or 35 weeks if Board of Education), and has been employed for at least 1 continuous year
- Interim teacher who has worked in 1 specific position for at least 100 continuous days in a given year

You have 30 days from the date of qualifying for eligibility to enroll.

ADP Employee Network
a service of CIGNA (AP)
Your Administrator: **LOGAN MILLER**

Select which option you want and then select single or family coverage. Once you are satisfied with your choices, click on continue.

Finalize Your Choices – Submit to Administrator

Benefits Summary

Your Enrollments as of 01/01/2009:

You're almost finished!
You will be reviewed in the benefits listed below. Please review these for accuracy, then click the **Submit to Administrator** button at the bottom of the page.

	You Pay (per month)	Employer Pays (per month)
Medical		
CIGNA Healthcare: City EEs - Option 2 Coverage: You and Spouse	\$17.46	\$79.51
Dental		
CIGNA Healthcare: City EEs - Dental Opt 1 Coverage: You and Spouse	\$2.87	\$5.40
Life		
Do Life coverage.		
Company Paid Plans		
The Hartford: Basic Life and AD&D - City & Hwy Coverage: \$50,000.00 Beneficiaries: none	\$0.00	\$2.40

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Once you have completed making your benefit selections, you will see a summary of your choices. If you are satisfied with your selections, click on "Submit to Administrator".

Print Confirmation of Your Benefits



Congratulations! You have successfully enrolled!
Be sure to print a "Benefits Statement" for your records.

Click on View/Print Benefits Statement. Select "View My Benefits as of a Certain Date" and enter 1/1/2009. A printable version of your 2009 benefits will appear.

Things to remember:

- Any computer with internet access can be used.
- If you need personal help with this process, there is a computer set-up in the Insurance Department for this purpose. Come by our offices at 303 N. Church St., Murfreesboro, and we will assist you.
- You can make changes at any time, but they must be completed by midnight on November 30, 2008.
- **Very Important:** All Rutherford County offices will be closed for Thanksgiving on November 27 and 28. Open Enrollment closes at midnight Sunday, November 30. If you have concerns about Open Enrollment, be sure you contact the Insurance Department prior to 4:30 PM on Wednesday, November 26, 2008.