



Quick Reference Guide

BENEFIT ACCESS FEE

The benefit access fee for covering a spouse/domestic partner who has access to medical coverage through an employer other than King County will **increase from \$35 a month to \$50 a month in 2010**. During each annual Open Enrollment (Nov. 2 –20, 2009) the county resets the benefit access fee so that employees must reconfirm that their spouse/domestic partners do not have access to coverage elsewhere.

You will need to go online during open enrollment to remove the benefit access fee if your spouse/domestic partner does not have access to medical coverage or if your spouse/domestic partner is:

- Self-employed
- Unemployed
- A King County employee
- Covered under Medicare, Medicaid, COBRA, Retiree Medical or disability coverage.

If you are eligible for an exemption to the benefit access fee and don't remove it during open enrollment, the \$50/month fee will automatically be deducted from your paycheck beginning in January 2010. You may later notify us that you qualify for an exemption and would like to discontinue the fee, but you will not be reimbursed for any fees already deducted. It is your responsibility to sign in to your online personal benefit account and choose a no cost option.

1. Go to www.kingcounty.gov/employees/openenrollment and click on the www.kingcounty.gov/mybenefits link at the top right corner of the screen and follow the instructions to sign in to the online Open Enrollment system.
2. Sign in to your personal employee benefit account and navigate to the Open Enrollment screen by clicking on **My Benefits** on the left side of the screen and then **Open Enrollment**.
3. Enter Open Enrollment by following instructions and clicking on **Proceed to Open Enrollment**.
4. On the *Open Enrollment* screen, click on the **Edit** button next *Benefit Access Fee*.
5. Choose one of the five options that best match your situation by clicking the circle and clicking on **Continue** to complete your choice.
 - **Opt Out or No SP/DP - \$0:** I am either opting out or do not have a spouse or domestic partner. I understand I will not be charged a benefit access fee.
 - **No Coverage for SP/DP - \$0:** I choose not to cover my spouse or domestic partner with King County medical benefits. I understand I will not be charged a benefit access fee.
 - **SP/DP is a KC Employee - \$0:** My spouse or domestic partner is a King County benefits-eligible employee. I understand I will not be charged a benefit access fee.
 - **SP/DP Benefit Access Fee:** My spouse or domestic partner has access to medical coverage through his/her employer, however I choose to cover my spouse through King County and will pay the monthly access fee.
 - **SP/DP No Access to Health - \$0:** My spouse or domestic partner is either not employed or his/her employer does not offer medical coverage to employees in his/her classification. I understand I will not be charged a benefit access fee.
6. Carefully review the information on the page and click **Ok** if you agree to the changes and have confirmed your benefit access fee choice.

7. If you have no other changes, follow the instructions at the bottom of the main *Open Enrollment* screen by clicking **Submit** to submit your open enrollment choices to the benefits department. **If you do not submit your changes, they will not be processed!**

Help is Available

Benefits and Retirement Operations staff is ready to answer your questions about benefits or Open Enrollment and to provide technical assistance using the online system.
Call 206-684-1556 or e-mail kc.benefits@kingcounty.gov