



MEMORANDUM

TO: HCAP Staff
FROM: Jocelyn Banks, Director of Human Resources
DATE: June 7, 2017
SUBJECT: 2017 Benefits Open Enrollment

Open Enrollment Reminder!
HCAP Group Medical and Dental effective 8-1-2017

On May 26, 2017, HCAP presented Open Enrollment for the 2017 plan year at our Annual Training Day. This is a reminder to ***submit your selection by end of business, 4:30 p.m. on Friday, June 16, 2017.*** A few options to process enrollment are:

1. *Use the Bernie Portal – (Preferred)*

With HCAP email address:

Go to: <https://www.bernieportal.com/en/login>

Username: “your HCAP email address”

Password: last 4 digits of SSN + 2 digit birth month (e.g.555501)

Without an email address:

Go to: <https://www.bernieportal.com/en/employercode/login>

2 digit code: 2 digit birth month

4 digit code: last 4 SSN

Employer code: 0a6a23

OR

2. *If selecting new coverage – Fill out and submit **Open Enrollment Form** to HR.*
3. *If you want to decline coverage – Fill out and submit **HC-5 Waiver Form** HR.*
4. *If you have no changes, please email: joni@ebchawaii.com – Subject Line: “HCAP NO CHANGES” – (Insert Your Name).*

If you do not respond via one of the options listed above, we will assume you no longer need coverage and coverage will be terminated as of July 31, 2017.

Note: University Health Alliance (UHA) now includes Vision. HCAP will no longer be participating with VSP Vision Plan.

Questions or need assistance?

Jocelyn Banks, HCAP Director of Human Resources 808-447-5417

Joni Tamayo-Wilson, Benefit Consultant for HCAP 808-534-7329

Attachments: *Open Enrollment Form*
HC-5 Waiver Form

Deadline for Open Enrollment is Friday, June 16, 2017!