

To access your online enrollment website, go to <https://benefits.plansource.com>

- **Username:** the first initial of your first name, up to the first six characters of your last name, and the last four of your SSN.
Example: An employee named Jane Anderson, with the SSN xxx-xx-1234 would have the username “janders1234”.
- **Default Password:** Your password has been reset to the default which is your birthdate in YYYYMMDD format.
Example: A birthdate of August 14, 1982 would result in the password “19820814”.

REMEMBER: 10/28 to 11/8 is an Active Enrollment!

ALL BENEFIT ELIGIBLE EMPLOYEES

MUST

log on and complete the “Check Out” process even if you are declining coverage.

Step 1: Get Started with Your Enrollment

- To begin, click on **Get Started** on the main dashboard.

Benefit Enrollment

Your online benefit enrollment is a step by step process that will allow you to review information for each benefit and then decide what level of coverage you would like to enroll in. You will be able to see your per pay period cost along the way and at the end you will receive a confirmation statement listing all your elections. This statement can be printed for your records or emailed to a specified address.

Tip: During enrollment, you will need to enter all of your dependents and beneficiaries so it is helpful to gather that information before beginning.

To start making your enrollment elections, click the Continue button below.

Please note: Your shopping cart display total will not display amounts for adding any coverage pending EOI approval or document verification for added dependents

Be sure to review all Benefit Documents prior to electing your benefits!

The County of Johnson FBP Cafeteria Plan Important Notices

The County of Johnson FBP Cafeteria Plan

Chip Notice

No Surprises Act

Required Notices

Benefit Enrollment Information

2025 Johnson County Guide

Johnson OCT 2024 OE Benefits Presentation

PlanSource Enrollment Instructions

Step 2: Verify Your Personal Information

- To verify your personal information, click on **Edit Info**. Please note, if some information is not editable, contact PlanSource at 844-396-5676 or email dmedford@johnsoncountytexas.org
- Once completed, click **Next: Review My Family** on the bottom of the page to move to the next step.

Verify your Personal Information and make changes if needed

This information is used for:

- reporting to the benefit carriers
- to issue your ID cards and process your claims
- to process your payroll, taxes, etc.

If any of the information is incorrect and you are unable to change it on this page, please contact your Human Resources representative.

How can the PlanSource Contact Center Help?

Please call 844-396-5676 to speak with a PlanSource agent for password and login assistance, technical support, benefits education and guidance, phone-based enrollment, and life event assistance. Hours: 7am to 10pm, Monday-Friday

Step 3: Review Your Dependent's Information

- Verify that any dependents you want to enroll are in the PlanSource system. If they are in the system, they will be listed under **Current Family Members**.
- To edit any information for a current family member, click on the **Edit** button within their box.
- To add any new dependents, click on **+Add Family Member** and enter their information which will include full legal name, date of birth and social security number.
- Select **Edit** to update any information on that family member.
- Click **Remove** only if you are removing this dependent from ALL covered benefits. If you are removing them from select benefits you will do that in the next steps.
- Once all dependents have been entered: Click on **Next: Shop for Benefits**.

Manage your family members

View, add, edit or remove dependents here. If you add a new family member, the family member won't be added to your benefits automatically. You still need to add the family member to any applicable benefits.

Current Family Members

<p>Rose Darko Spouse Born 11/22/1964</p> <p>View Details Remove Edit</p>	<p>Samantha Darko Child Born 05/05/2008</p> <p>View Details Remove Edit</p>	<p>Donnie Darko Child Born 08/29/2012</p> <p>View Details Remove Edit</p>	<p>+ Add Family Member</p>
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Please note: Documentation of Dependent Eligibility (marriage certificate, birth certificates, etc.) will be required to add a dependent during this enrollment period. Verification must be turned in no later than 11-20-2024.

Step 4: Select Benefits

- The PlanSource enrollment site will display your benefit options with a button that says: **View or Change Plan** (if you already have an election already in the system) or **Shop Plans** (if you do not yet have an elections).

Click the button to see your benefits plan choices.

New Enrollment

Plan Year Effective from 01/01/2025 to 12/31/2025

Click the + sign to see current dependents covered

<p>Medical</p> <p>(Pretax)PPO Standard with Network Deductible and Split Copay</p> <p>\$349.00 Per Pay Period</p> <p>View or Change</p> <p>Start Date: 01/01/2025 Coverage Level: Employee + Family Family Covered: Rose Darko, Donnie Darko Employer Contribution: \$974.93</p>	
<p>Medical Flexible Spending Account</p> <p>No Plan Selected</p> <p>Shop Plans</p>	
<p>Dependent Care Reimbursement Account</p> <p>No Plan Selected</p> <p>Shop Plans</p>	

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Johnson County of Texas

PLANSOURCE WEBSITE ENROLLMENT INSTRUCTIONS

- Ensure each benefit has the dependents you wish to be covered selected. This can be done by checking/unchecking the **box next to the dependent's name**.

Family Covered + ADD FAMILY MEMBER

Yourself Rose Darko Samantha Darko Donnie Darko

- To select this plan, click on **Update Cart**. If you would like to waive/decline the benefit, click on **Decline Coverage**. If there is more than one plan to choose from, click on **View Plan** to select the plan you wish to change to (or keep).

Plan Overview

Total estimated annual cost: \$5,803.48

\$2,400.00 Premium	\$3,403.48 Deductible	\$0.00 Out-of-Pocket Costs
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DecisionIQ suggests contributing \$3,403.48 to a Health Savings Account(HSA) to cover estimated expenses and save \$341.35 on taxes. HSA

Family Covered

+ ADD FAMILY MEMBER

Yourself Spouse Test Child2 Test Child1 Test

Employee Only \$0.00 Per Pay Period

(Pretax)Blue Edge HSA

\$100.00
Per Pay Period

Update Cart

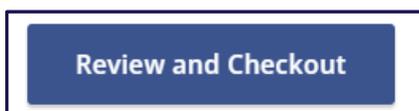
Decline Coverage

Have you considered (Pretax) Blue Essentials HMO – ASO ?

- If you decline, you will be prompted to confirm your selection. To decline, click **Confirm Decline**. To change your election, click Cancel to be taken back to the benefit page.

Step 5: Review and Checkout

- This will be your opportunity to review every benefit and their cost.
- The total cost for all your benefits will be listed in the upper right corner of the screen next to the ***shopping cart***.



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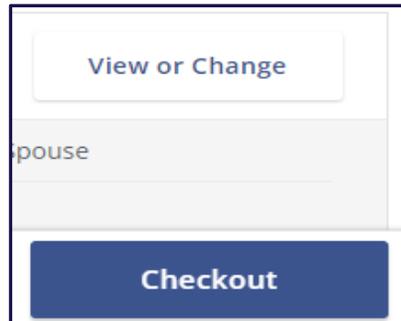
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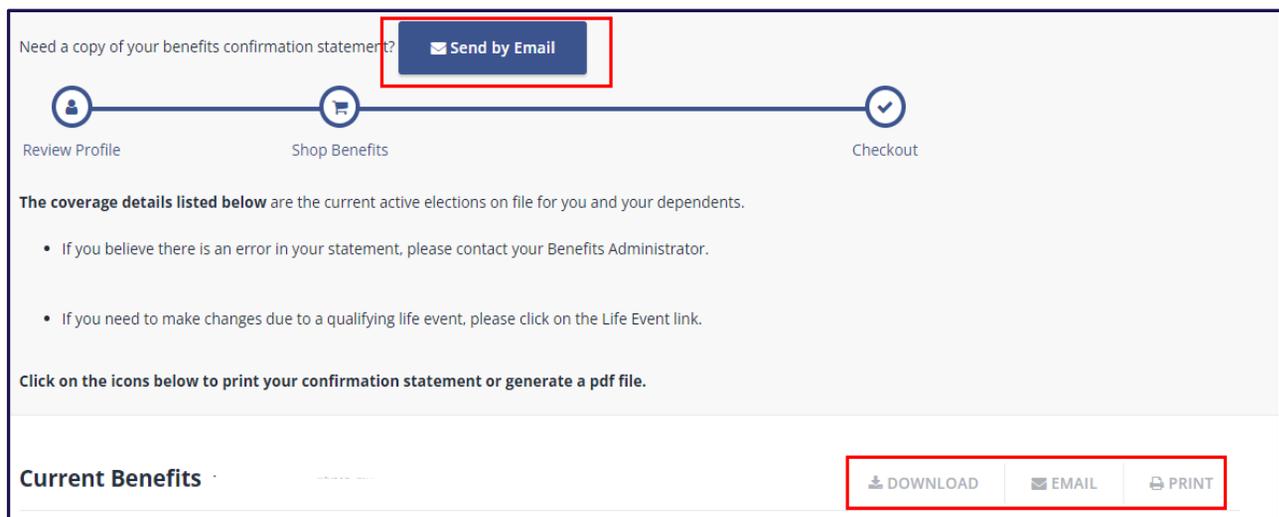
Johnson County of Texas

PLANSOURCE WEBSITE ENROLLMENT INSTRUCTIONS

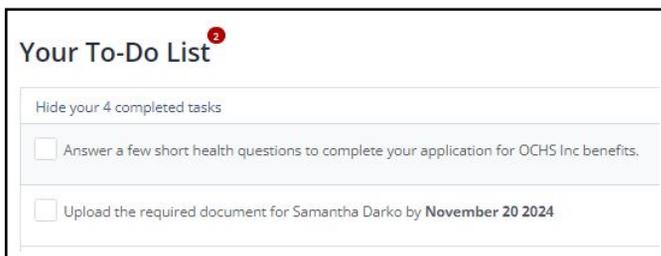
- If any plan selection needs to be revised, click the **View or Change Plan** button next to that benefit.
 - To finalize your elections, click on the **Checkout** button.
- ***Your enrollment will not be confirmed unless you complete the checkout process.*****



- You will then have option to **download, email** or **print** your benefit confirmation statement by selecting the appropriate icon.



- Make sure to check Your To-Do List and upload required documents. Complete your Evidence of Insurability (EOIs) by the deadlines listed below.



To add a new spouse: Submit your Marriage Certificate by **November 20, 2024**

To add a new dependent: Submit the Birth Certificate by **November 20, 2024**

EOI for OCHS/Securian Life: Submit to Personnel by **November 15, 2024**

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