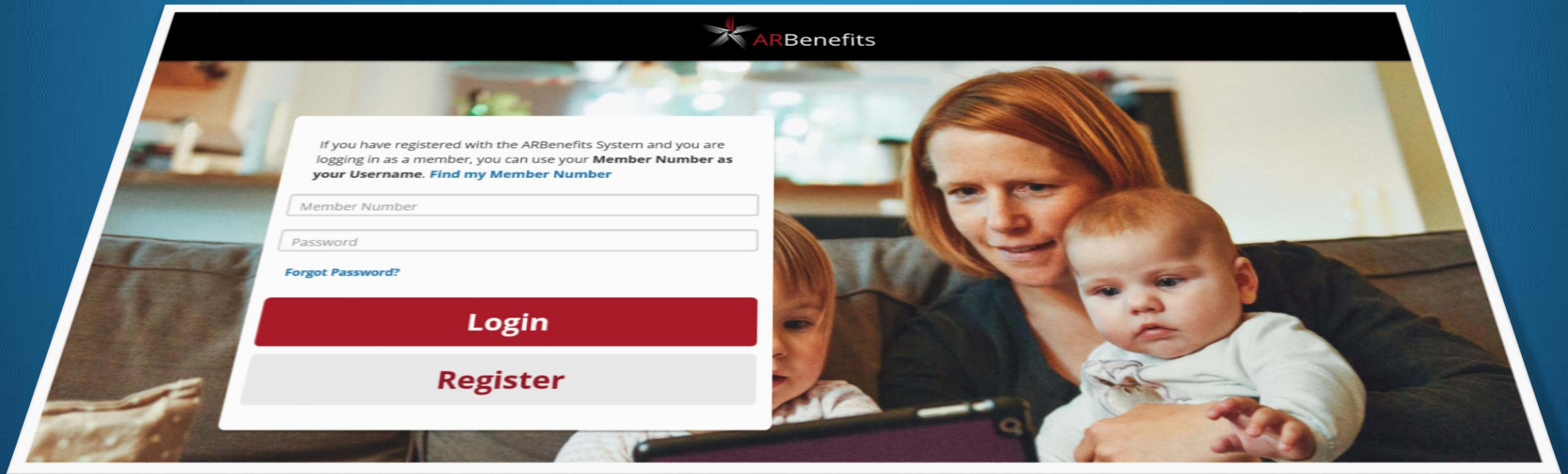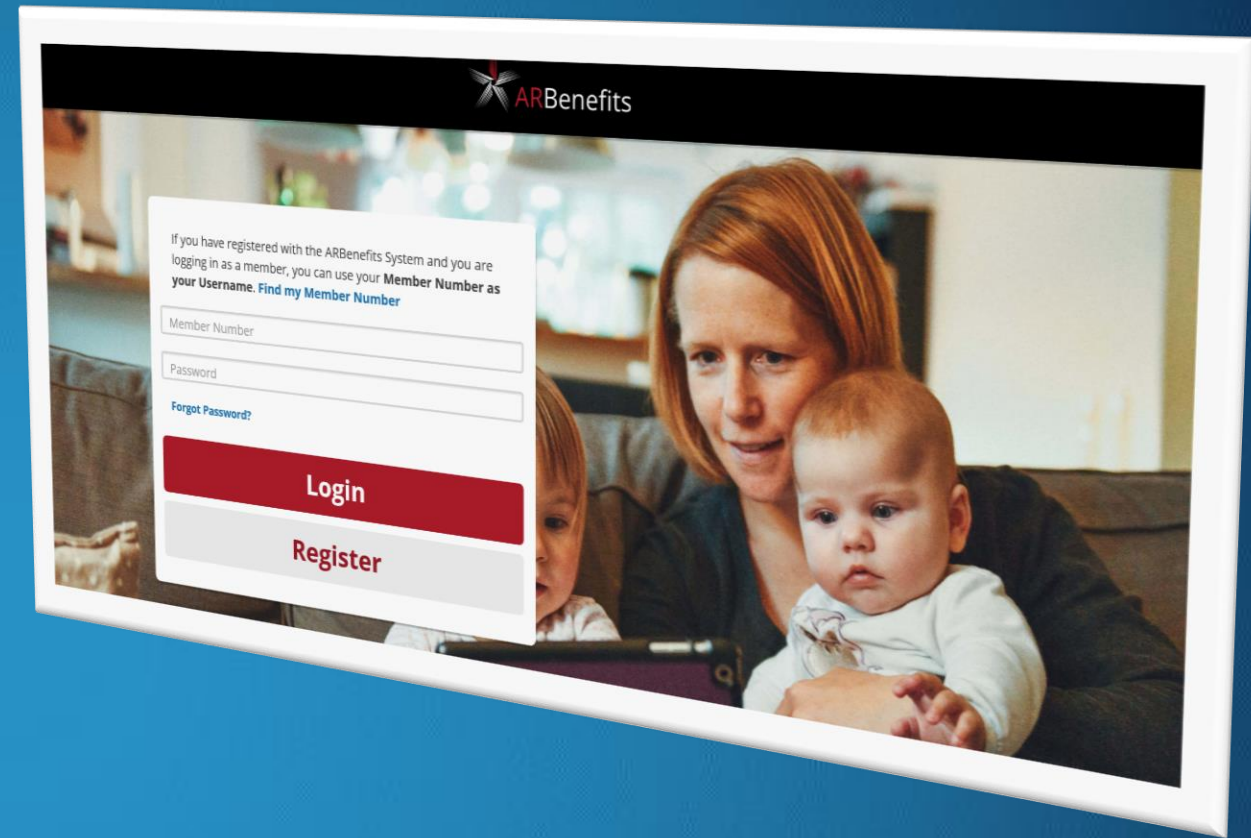The easiest way to enroll, or to make changes to your plan during designated enrollment periods is through the ARBenefits member portal.

Who can enroll or make changes online?
- All employees during open enrollment.
- Newly hired employees during their initial 60-day eligibility window.
- Non-Medicare retirees during open enrollment. (Can only change plan level)

Advantages of using the portal
- Instant confirmation that your enrollment elections have been received by EBD.
- Can upload any required supporting documentation through the portal.
- Will receive an alert when your forms have been approved, or if there is an issue that requires action.

Registering for Portal

New employees, or current employees who have not registered their access to the ARBenefits portal, can click the link to register on the portal login page.

Once you fill in the required information and click the "Register" button, your member number will be displayed. This number is your user ID for the ARBenefits portal.

Your member number is also listed on your ARBenefits card.

Trouble logging in?
Contact EBD for assistance. Contact information is listed on the last page of this guide.

Enrolling

After you login to your ARBenefits.org account, click the "Enroll" tab or the blue "Enroll" button on the home screen of your account.

The "Enroll" tab and button will only appear during open enrollment, or during your 60-day new hire eligibility window.

Once at the "Enroll" tab, you can click to decline or cancel coverage, or to enroll. For new hires, the button will say "Enroll Now," during open enrollment, the button will have "Enroll for 2018"
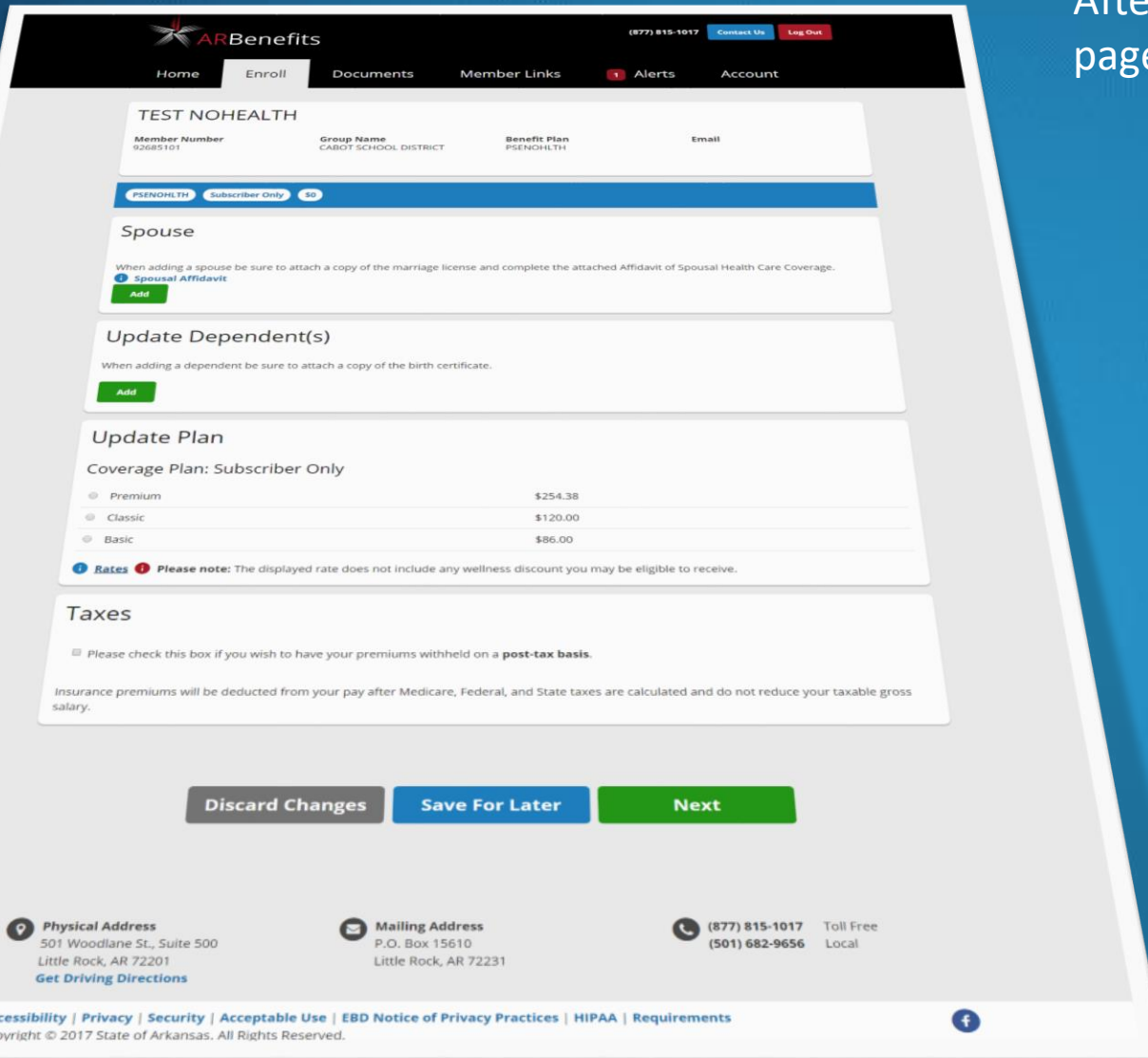
After you click to enroll, you advance to the enrollment page. You can make any changes to your plan on this page.
- Enroll in the plan
- Change your plan level
- Add or Remove a spouse and/or dependents
- Choose to have your deduction on a post-tax basis

The blue bar will display your current plan and monthly cost. The cost will not reflect any wellness discount you may be receiving.

Any spouse or dependents currently covered will be displayed. You have the option to edit their information, or to remove them from your plan.

** Please note, if you select to have your health insurance deduction taken post-tax, you will not be able to switch back to pre-tax until the next open enrollment period. **

Adding a Spouse or Dependent

When you click to add a spouse or dependent, these boxes will pop up so you can add the individual's information. Once their information is entered, click save to add them to your plan.

If you want the spouse or dependent to have the same address as you, you can check to use subscriber's address. Checking this box will automatically fill in your address.

Remember!

Supporting documentation is required to add a spouse and/or dependent children to your plan.

Prior to submitting your online enrollment, you will have the chance to upload and attach supporting documentation.

Page 10 lists required documentation.

Selecting Your Plan Level

Update Plan

Coverage Plan: Subscriber & Family

○ Premium		$889.92
○ Classic		$425.36
○ Basic		$344.50

ℹ **Rates** ⓘ **Please note:** The displayed rate does not include any wellness discount you may be eligible to receive.

In addition to adding a spouse, or dependent to your plan, you have the option to enroll into or change your plan level. The monthly cost of each plan will be displayed. Please note, the costs do not include any wellness discount you may be eligible to receive, and the costs on this slide are for information purposes.

This will be the only option to available for non-Medicare retirees during open enrollment.

Want to see a full rate sheet for the ARBenefits plan? Click the blue "Rates" link at the bottom of the section.

Once you have your spouse/dependents added or removed, and your plan selected, you can click **Next** to advance.

If you would like to cancel your election, you can click: **Discard Changes**

Or you can click **Save For Later** to come back and finish later. If you choose this option, please remember to come back and finish within the enrollment period; or else your elections will not be processed.

Once you click **Next**, if you have any errors in your application, you will see the red alert box at the top.

Once you advance, the second page will give you the chance to review your selections.

If you have added a spouse/dependents, you can upload copies of required supporting documentation on this page.

Document Uploading Process
1. Click [Choose file] to locate the document on your PC.
2. Click [Attach] (you can attach multiple documents)
3. Click [Upload All] (Documents will appear in the Uploaded Documents box)

In order to complete your online enrollment, you will need to click the box to accept the terms & conditions. Once you accept, the "Complete" button at the bottom will turn green.

Documentation Warning

Once you click "Complete", this warning regarding supporting documentation will appear.

You do not have to submit your supporting documentation with the online form, but the documentation must be received by EBD by the end of the enrollment period.

If documentation is not received by EBD, the election to add the spouse and/or dependent will be denied.

The document upload feature is available anytime in the member portal.

Required Supporting Documentation

Adding a Spouse	Adding a Dependent
Copy of Marriage License	Copy of Birth Certificate
Completed Spousal Affidavit	If adding a stepchild – copy of Marriage License If legal guardian – proof of legal guardianship

Submitting Supporting Documentation

Fax	Mail	Online
501-683-0983	Employee Benefits Division P.O. Box 15610 Little Rock, AR 72231	ARBenefits Member Portal

SUCCESS!

Once you submit your application, you will see a confirmation page that your enrollment application has been successfully submitted and received by EBD.

You can also print out a PDF version of your enrollment form to keep for your records.

Once your elections have been approved, you will see your new coverage band on your home screen with the effective date.

Coverage Effective Dates:
New Hires: First of the month following the date of submission.

Open Enrollment: January 1 of the following year. Coincides with the start of a new plan year.

Progress Alerts

After you submit your online application, you will receive an alert when your enrollment is processing, when it has been approved, or if there is an action that you need to take.

You will be notified by email when you receive a new alert.

If the only change you make during open enrollment is to change your plan level between Premium Classic or Basic or; if you enroll into an employee only plan, your form will automatically be approved.

The approval is automatic since there is no required supporting documentation to verify.
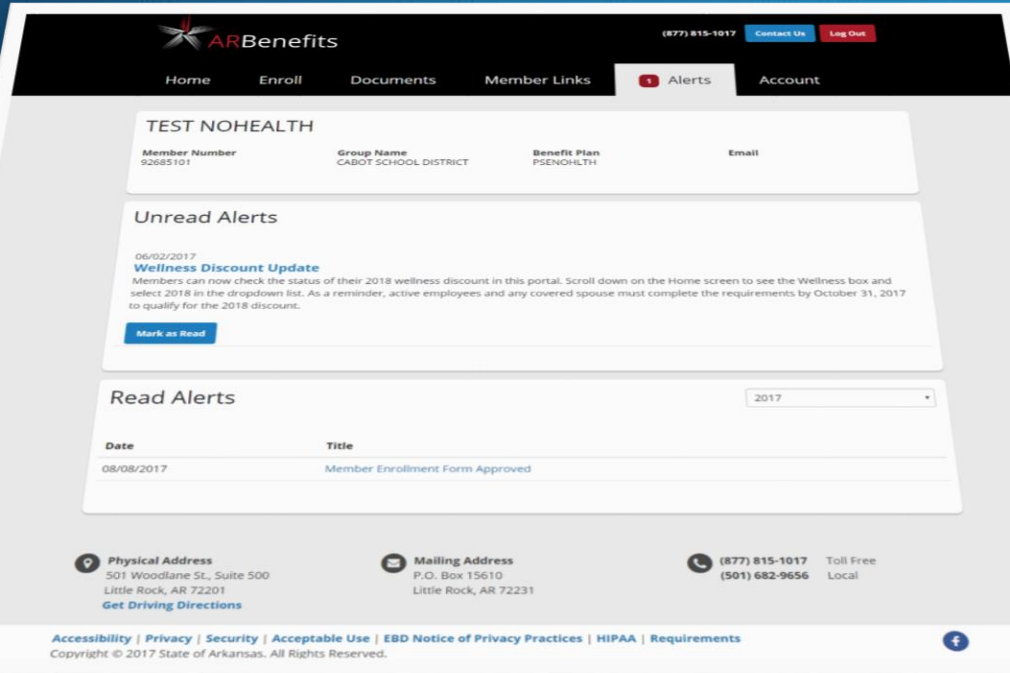
Questions?

Contact EBD Member Services

Phone:
1-877-815-1017 x1

Email
AskEBD@dfa.arkansas.gov

The EBD office is open Monday – Friday 8:00 a.m. – 4:30 p.m.