



2020 CCBC RETIREE OPEN ENROLLMENT

Open Enrollment Dates:

Mon., Oct 7, 2019 to Wed., Oct 23, 2019

Your Benefits – Let the Force Guide You!

Not Making Changes?

No action is required, no form has to be completed. You do not need to access Benelogic, you do not have to notify Human Resources, and your current coverage will remain the same for the new plan year starting January 1, 2020 through December 31, 2020.

Making Changes For 2020?

Two available options:

Option 1: Complete the Retiree Benefit Enrollment/Change Application.

Some changes will require you to complete an additional application. You may also call the Benefits Help Line at 443-840-4398 or email benefits@ccbcmd.edu for forms or more information regarding your benefits.

Fax the form to: 443-840-5049

Mail the form to:

CCBC, Human Resources,
800 South Rolling Road Catonsville, MD 21228
Attn: Benefits Department – Business, Education
& Social Sciences Bldg., Room. 001C

Deadline for Benefit Enrollment/Changes Application:

Application must be received no later than **Monday, October 28, 2019** for the new plan year.

Option 2: Access Benelogic (Online Enrollment System)

To access Benelogic, you will need your username and password. If you misplaced your username, contact CCBC's Benefits Help Line at 443-840-4398.

Step 1: Access Benelogic by logging onto www.cbcmd.benelogic.com

Step 2: Enter the Username and Password
If you don't remember your password, follow the steps below to reset your password.
You will need your username.

Log onto: <https://shwa.cbcmd.edu> to create a password or to reset your password. If you have trouble with the web site, call CCBC's IT Help Desk at 443-840-4357.

After you have accessed the website above and have entered the appropriate information, write down your password. Use the information to access Benelogic.

Step 3: If it is your first time accessing Benelogic you will be required to accept the website's Terms of Use and Privacy Policy. After accepting, click the continue button.

Step 4: Click on the green Open Enrollment button and then Click the Enroll button.

BENEFITS AND WELLNESS FAIRS

10:00AM to 1:00PM
WELLNESS CENTER

CATONSVILLE - Wed., Oct. 9th
DUNDALK - Wed., Oct. 16th
ESSEX - Fri., Oct. 18th

INFORMATION SESSIONS

10:00AM to 12:00PM

OWINGS MILLS & RANDALSTOWN
AT OWINGS MILLS – Tues., Oct. 15th, Room 306
HUNT VALLEY – Mon., Oct. 21st, Room 111

Enrolling in or Changing Benefits in Benelogic?

**Deadline to complete enrollment/
changes online:
Wednesday, October 23, 2019**

- 1. Personal Information Screen** - Review this screen and verify the information is correct. Make corrections if necessary. Information with a red asterisk is required.
- 2. Dependent Screen** - Use this screen for modifying existing dependents or adding new dependents. Adding dependents on this screen does not enroll the dependents in plans.
- 3. Benefits Enrollment Screens** - Benelogic will guide you through EACH benefit for which you are eligible. You will select or waive the coverage, you will select the level of coverage ie: individual or family, and you will check the box for each dependent and yourself that you would like covered under that particular benefit.
- 4. Beneficiary Information** - You cannot change your beneficiary information. You must submit a paper Beneficiary Change Form. The form can be found in the back of 2019 Retiree Benefit Guide or on www.cbcmd.edu under Retiree Connection.
- 5. Hit the Submit** button when you finish selecting all your options.
- 6. Review Your Elections** - On the summary page you can review your elections and the monthly premium for each of your selected benefits. To make changes, click on Edit next to the benefit you would like to change.
- 7. Click on Submit again**, one final time.
- 8. Generate Enrollment Summary Page** - Use this page to print a Confirmation Statement for your records. You may need to change the setting for the computer's pop-up blocker in order to view the summary in a new page. Be sure to log off when completed especially if you are at a public computer.

Health Benefit Enrollment Summary

CCBC's Benefits Department no longer mails the Benefits Enrollment Summary in January. Enrollment Summaries may be accessed on Benelogic. Follow the instructions on how to access Benelogic.

If you don't have computer access, you may call the Benefits Helpline at 443-840-4398 to request a copy to be mailed to you.

Terminating Coverage during Open Enrollment

If you wish to discontinue health coverage or terminate a benefit, complete and submit the appropriate portions of the Retiree Enrollment/Change Application or access Benelogic.

Remember, if you drop all coverage, you cannot re-enroll in the future.

How to Access:

- 2020 Retiree Benefits Guide
- 2020 Health Insurance Premiums
- Medicare Creditable Coverage Notice

Please follow the steps below:

- 1. Log onto** www.cbcmd.edu
- 2. Scroll to** the bottom of the screen
- 3. Click on** Faculty & Staff
- 4. Scroll** until you see the gray boxes
- 5. Click on** Helpful Links
- 6. Click on** Retiree Connection
- 7. The 2020 Retiree Benefits Guide, 2020 Premiums, and Medicare Creditable Coverage Notice** will be at the top of the page.