



Open Enrollment Navigation Guide for Benefits Eligible Full-time Employees

Before you access the online system to enter your enrollment information, it is important to first prepare. Which medical plan option best meets your health and financial needs? What information do you need before you enter your enrollments? How do you log onto the system and enter your information? These questions are answered in the steps below.

Step 1: Evaluate your benefit options

The HealthWorks website provides useful links to help you determine which medical plan best meets your health and financial needs and to conduct other benefit-related research. These links include:

- **Benefit Summary** – Summarizes and compares the available health plans.
- **Medical Plan eValuator** – This interactive tool can help you choose the plan that best helps you manage your health and your money. Its use is highly recommended.
- **Provider Search/DocFind** – Allows you to look up doctors and hospitals in Aetna's DocFind website. Use this tool when selecting a Primary Care Physician (PCP) required under the Select medical plan.
- **Prescription Drug Formulary** – Provides you with information on the Aetna Preferred Drug list, as well as details on your pharmacy benefit design. Check here for pre-certification and step therapy requirements.

Step 2: Collect the necessary data for enrolling into benefits

You will need your Employee ID and PeopleSoft password to log onto the system. If you do not have your Employee ID, it can be obtained from your paycheck advice or from your local human resources department.

If you are adding new dependents, please collect the following information for each dependent:

- Proper name
- Date of birth
- Social Security number
- Marital status and marriage date, if applicable
- Whether the dependent is a full-time student between the ages of 19 and 24
- Whether the dependent is disabled, and if so, the date of disability
- Address and phone number (if different from yours)
- Medicare entitlement date, if applicable.
- Plan type, policy number, member ID, name of insurance company if also enrolled in another health care plan.

If you are enrolling a **spouse or domestic partner** in medical or dental coverage, you need to have the following information available before you begin making your selections:

- Employer name, if employed
- Eligibility for medical or dental insurance through their employer
- If eligible for medical or dental insurance, whether they are enrolled
- If enrolled: Plan type, policy number, member ID, name of insurance company.

Note: Enrollment of a new domestic partner requires domestic partner documentation. The form is available on the HealthWorks website or from your local human resources department. You must complete and submit it and any required supporting documents to your local human resources department prior to completing your online Open Enrollment.

If you are adding or changing beneficiaries for your life insurance plans, you will need the following information:

- Name
- Address
- Date of birth
- Social Security number

Step 3: Log onto the Open Enrollment System

You can access Open Enrollment through the HealthWorks website from work or from home. To access via HealthWorks, please follow the steps below:

1. Access the HealthWorks website at www.mcclatchy.com/healthworks (from work or from home).
2. Select the **Enrollment** tab and then click on the **Open Enrollment Log On** link.
3. Enter your **employee ID** in the User ID field. You can find your employee ID on your paycheck or pay advice, or request it from human resources.
4. Enter your **password** (this is your PeopleSoft password, T&E password, or social security number). If you do not remember your password, click on the Forgot My Password link.

Step 4: Enrollment Steps

The online website will list the benefit coverage for which you are eligible and the associated employee premium contributions. You can do the following during Open Enrollment:

1. Enroll, change or waive medical plan coverage. Enroll or drop dependents in the medical plan.
2. Complete spousal/domestic partner eligibility certification by clicking on the Change button next to medical and/or dental or by clicking on the Spousal Eligibility Certification button at the bottom of the screen.
3. Waive, elect or change supplemental life insurance.
4. Update life insurance beneficiary designations.
5. Waive, elect or change long-term disability coverage.*
6. Enroll in Flexible Spending Account (FSA) Health Care Reimbursement or Dependent Care Assistance plans and enter your annual pledge – **enrollment in**

the plans does not automatically rollover for 2010.*

7. When you have completed your benefits elections changes, click on the Continue button at the bottom of the screen. Then submit your enrollments on the next screen. **Your Open Enrollment elections are not valid until you submit your enrollments.**
8. Close your browser when finished.

** Not offered to certain union groups.*

Human Resources will send you a confirmation of your elections after Open Enrollment ends. **Please review it carefully as you will only have a 5-day window to notify your local HR department of any errors.** After that 5-day period, no changes can be made unless you experience a qualified family status change.