



MEDICAL BENEFITS ENROLLMENT INSTRUCTIONS ONLY



The Varnett Public School (VPS) **Open Enrollment Period is July 1, 2018 – July 31, 2018.** All VPS employees are to enroll during this period of time. **Coverage Begins:** September 1, 2018. **All employees are required to complete this process using the computer.**

VIDEO INFORMATION ON THE 2018-19 INSURANCE PLANS AND ENROLLMENT:

Hold Ctrl key (bottom left on key board) and Click left-side of the mouse  +  to follow the link below to watch the video on 2018-19 benefits:

https://www.youtube.com/watch?v=yaSHIU8Q_kI



DETAILED INFORMATION ON THE 2018-19 INSURANCE PLANS AND ENROLLMENT:

Hold Ctrl key (bottom left on key board) and Click left-side of the mouse  +  to follow the link below to find detailed information on the 2018-19 Insurance Plans and Enrollment:

<https://www.tractivecareetna.com/>





ONLINE ENROLLMENT:

Hold Ctrl key (bottom left on key board) and Click left-side of the mouse  +  to follow the link below to **enroll or decline benefits:**

<https://tractivecare.bswift.com/TrsMain/Home.aspx>

PAPER ENROLLMENT:

Hold Ctrl key (bottom left on key board) and Click left-side of the mouse  +  to follow the link below to **enroll or decline benefits:**

https://www.tractivecareetna.com/files/2215/2726/3816/TRS_Enrollment_Form_final.pdf

Steps:

1. Complete the Enrollment, Change and Declination Form.
2. Print, sign and submit original Enrollment, Change and Declination Form to Kimberlyn Wilkins no later than July 31, 2018.



If you have any questions, please contact Kimberlyn Wilkins no later than July 31, 2018 via email to 2018-19benefits@varnett.org or call (713) 667-4051, extension 120.

Failure to enroll online by July 31, 2018 may result in no coverage for the 2018-19 school year.