


# CALTECH

## 2010 Benefits Enrollment Guide

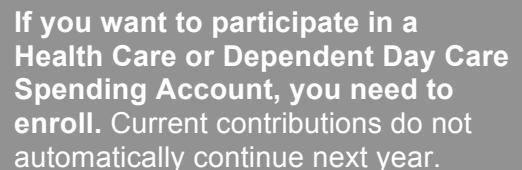
Annual Enrollment is October 5 – 28, 2009

**IMPORTANT!** Even if you do not want to make any changes for 2010, **you must review and certify your dependent information.**

1. Go to the Annual Enrollment Web site at: <http://www.hr.caltech.edu/Benefits/anenroll.htm>.
2. Choose the link called “**Click HERE to logon to access.caltech**” — this takes you to access.caltech.
  - Enter your **Username**, which is your IMSS account username.
  - Enter your **Password**, which is your IMSS account password.
  - Click on “**Sign in**”.
3. Click the “**2010 Annual Enrollment**” link to view your personalized benefits.
4. Review and certify your dependent information.
  - **If the information is accurate and all of your dependents meet the eligibility requirements**, check the Certification box and choose “Continue”.
  - **If the information is not accurate**, update the information and remove any dependents who are no longer eligible for coverage. Then check the Certification box and choose “Continue”.
5. Review your 2010 coverage.
  - **If it is the coverage you want for 2010**, continue and select “Enrollment Confirmation”.
  - **If it is not the coverage you want**, follow the online instructions to make your changes. When you are finished, submit your elections, print the screen that shows your 2010 benefit confirmation and keep that page for your files.



**If you have a dependent in a Caltech medical or dental plan, step 4 is required!**



**If you want to participate in a Health Care or Dependent Day Care Spending Account, you need to enroll.** Current contributions do not automatically continue next year.

*If you would like to enroll by paper, or if you would like to enroll your eligible same-sex domestic partner or your opposite-sex domestic partner who is registered with the State of California, please contact Campus Human Resources at (626) 395-6443 to request the appropriate enrollment forms.*

### Having Trouble Logging On?

Contact the IMSS Help Desk at extension 3500.

### Have Questions About Your Benefits or Need Help Enrolling?

Call the Human Resources office at (626) 395-6443, or visit us at 399 South Holliston (Monday through Friday, 7:30 a.m. – 5 p.m.).

### Don't Have a Computer?

Computers are available for your use to enroll online in the Human Resources office at 399 South Holliston.