



New Team Member Benefit Enrollment



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| <p>You have 31 days beginning your hire date to enroll</p> <p>Complete both enrollment steps below to ensure coverage for 2024 and 2025</p> | |
| <p>We are in the process of changing Benefit Service Centers and two enrollments will be necessary. The 2024 Benefit Guide and New Team Member Benefit Video Presentations are available to review before you enroll through the benefits website jpsemmployeebenefits.org. The 2025 Benefit Guide will be available the week of October 7, 2024, at the same website. 2025 Open Enrollment will begin October 14th, 2024.</p> | |
| <p>You will need to elect benefits <u>twice</u> during your 31-day enrollment period. Step 1, elect 2024 benefits that will run through 12/31/2024. Step 2, you will elect 2025 benefits that will be effective 1/1/2025. You may choose different elections for each year. If you do not complete step 2, your benefits will end on 12/31/24 and you will not have coverage in 2025.</p> | |
| <h2>Step 1</h2> | <p style="text-align: center;">THEN </p> |
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| <p style="text-align: center;"><u>2024 New Hire Enrollment Instructions</u> Coverage through 12/31/2024</p> <p>Enroll online from any computer using the link located at jpsemmployeebenefits.org</p> <ul style="list-style-type: none"> Click on the 2024 New Hire Tab at the top of page then the 2024 New Hire Enrollment button (<i>Be sure to note login information before pressing button.</i>) <p>Or you may enroll by phone for 2024 benefits only by calling 1-855-482-9669.</p> <p><u>ENROLLING DEPENDENTS ONTO A MEDICAL PLAN?</u> If you are enrolling your dependents into a medical plan, you must provide a valid SSN, date of birth and verification documents for that family member. You will receive an email in your JPS email address from Clearify with instructions and your personal reference number to log in within a couple of weeks after your enrollment. You have 31 days to provide verification documents, otherwise, your dependents may be dropped from coverage.</p> | <p style="text-align: center;"><u>2025 Open Enrollment Instructions</u> Coverage effective 1/1/2025</p> <p>Enroll online from any computer using the link located at jpsemmployeebenefits.org after October 13th, 2024</p> <ul style="list-style-type: none"> Click on the 2025 Open Enrollment button (<i>Be sure to note login information before pressing button.</i>) <p>Or you may enroll by phone for 2025 benefits only by calling 1-844-880-6774.</p> <p><u>ENROLLING DEPENDENTS ONTO A MEDICAL PLAN?</u> If you did not enroll your dependents onto a medical plan for 2024, but will cover them in 2025, you must provide a valid SSN, date of birth and verification documents for that family member. When completing your enrollment online, you will have the option to upload your verification documents. You have until November 15, 2024, or 31 days beginning your date of hire, whichever is the latest date, to provide verification documents, otherwise, your dependents may be dropped from coverage.</p> |
| <p><i>Be sure to Save/Print your Confirmation Pages from both enrollments in case you need to refer to it.</i></p> | |
| <p>2024 Benefit Counselors are available to assist: 1-855-482-9669 Monday - Friday 7:00AM – 7:00PM CST</p> | <p>2025 Benefit Counselors are available to assist: 1-844-880-6774 Monday - Friday 7:00AM - 7:00PM CST Saturday, October 19 and 26 9:00AM – 3:00PM CST</p> |

