

Welcome to Your Annual Open Enrollment for the Reta Trust! The Open Enrollment period for Diocese of Sacramento employees begins **Monday, May 04, 2020** and ends on **Tuesday, May 26, 2020**. All benefit elections must be made during this time. If you choose to make no changes to your current elections and take no additional action, your current 2019 Plan Year elections will automatically be renewed for the 2020 Plan Year.

The following information is included in your Open Enrollment Kit, to assist you in enrolling for your 2020 Plan Year benefits:

- **Your Elected Benefits Confirmation Statement, which includes your current Plan Year elections and personal data (dependents and beneficiaries).** While no action is required if you wish to waive enrollment, you should review your current elections to confirm your personal information, dependents, and beneficiaries.
- **Enrollment Worksheet** to assist you in making your 2020 Plan Year elections.
- **2020-2021 Diocese Lay Benefit Booklet & Rate Sheet**

Send your completed worksheet to your Location Administrator. If you have any questions, contact your Location Administrator and/or Lay Personnel Department.

Reta Benefits Center

During Open Enrollment, you can access the Reta Benefits Center – where information is customized with the *specific benefits available to you* (based on your login ID). Included is a tool to help you decide which medical plan best fits your personal healthcare needs. Before making any benefits decisions, be sure to visit the Reta Benefits Center to help you better understand your choices and make the most of your benefit options. Click the Log In button in the top right hand corner at www.retatruster.org anytime beginning **Monday, May 4, 2020** and select Reta Benefits Center. A User ID and Password is required to access the site.

How to Obtain Your User Name & Password

Navigate to RetaTrust.org and click the Log In button in the top right hand corner. From there you click on the First Time User button, or if you are a return user but forgot your username or password click on Forgot Username or Password.

NOTE: If you do not know the email address associated to your RetaEnroll account, click “I don't know the email address linked to my account” to identify yourself using your social security number, birthdate, and home ZIP code.

No Email on File

If no email exists on file, you will be prompted to add an email to your record before proceeding. Once an email is entered, you will receive a message at the email address you provided with verification instructions. When the email verification window appears, **DO NOT close the verification window**. Navigate to your email inbox to retrieve the verification code, enter it in the applicable verification box, and click “Submit.”

Multiple Emails on File

Once identified, if you have multiple email addresses associated with your RetaEnroll account, you will have the option to choose which address you would like your User Name sent to. For additional security, you will be required to enter the full email address that matches the address you would like your User Name sent to.

Click "Submit" and your User Name will be sent to the indicated email address. Once you have your User Name, you will be able to request your Password by clicking "Close" on the confirmation window and then choosing the Password option. You will then be required to enter the User Name and choose the email address to which you would like the Password sent. You will then need to enter the full email address to verify the email will be sent to the correct address.

Please save your confidential User ID and Password in a secure place. Neither your HR department nor BAS can provide you with your User ID or Password.

If You Need More Detailed Information or Assistance

Detailed information about your benefits plan is available on the Reta Benefits Center at www.retatrust.org. For assistance with accessing your account, call the RetaEnroll Client Services Department at 1.877.303.7382 from 8:30 AM to 8:00 PM ET, Monday through Friday, or send an email to Service@RetaEnroll.org. The Reta Client Services team will directly assist you or connect you with the best resource for help.

If you need further assistance regarding your individual benefit plan options, contact your HR Department.

Don't forget—Open Enrollment for 2020 will begin on *Monday, May 04, 2020* and will end on *Tuesday, May 26, 2020*. Do not wait until the last minute to begin your enrollment. Once the Open Enrollment period has ended, you will not be able to make any changes to your 2020 Plan Year benefits.