



**Annual Enrollment: October 19 – 30, 2020**

## Enrolling for 2021 on [oncor.ultipro.com](https://oncor.ultipro.com)

### Before Enrollment

#### 1 Review Your 2021 Options

Read this newsletter to learn about updates for 2021 and what you need to do.

#### 2 Review Your Current Benefit Elections and Health Care Needs

Do you need to make any changes to your current 2020 benefit elections? You can check your current elections at [oncor.ultipro.com](https://oncor.ultipro.com) or call **1.888.565.8803**. See directions to access the Benefits section of the site in the next column.

#### 3 Review the New Benefit Options and Account Maximums

Read the information provided to you, so you can make an informed decision about 2021 benefits.

#### 4 Schedule an Appointment with a Benefits Counselor

If you have questions about your benefits and/or need help enrolling, Benefits Counselors can help. They can:

- Educate you about important 2021 benefit changes and new offerings,
- Answer your personal benefits-related questions,
- Guide you toward sound choices for yourself and your family, and
- Assist you in making benefit decisions and enrolling.

Virtual enrollment sessions are available weekdays from 7 a.m. to 7 p.m. CST during the Annual Enrollment period – October 19 through October 30, 2020. Schedule your one-on-one virtual enrollment session now at [benefitsgo.com/oncorbenefitswebscheduler](https://benefitsgo.com/oncorbenefitswebscheduler).

### During Enrollment

#### WHEN YOU ARE READY TO ENROLL

#### 1 Go to [oncor.ultipro.com](https://oncor.ultipro.com).

- Open the **Menu** tab.
- Click the **Myself** tab.
- Select **Manage My Benefits** from the **Benefits** menu.

2 **You will be directed to your Benefits homepage.** Select the **Get Started** button in the middle of the page. From here you can review your profile. (See the box “During Enrollment: Making Changes on the Site” to the right to understand the additional actions you can take from the profile page.)

3 **If your profile is up-to-date, click Next: Shop for Benefits where you will make your option selections.**

- Select the **Shop Plans** icon on the right side of each type of coverage offered.
- Click **Edit Family Covered** to add dependents or edit family member information.
- Click **Decline Benefits** to decline coverage.

4 **Click Add Beneficiaries once you have elected/declined coverage for each of the benefits.** Follow the instructions on the site to complete this step.

5 **Click Review and Checkout button at the bottom of the page to review your benefits.**

6 **Click Checkout if your selections are accurately reflected.**

7 **Click Send by Email for a copy of your benefits confirmation statement.** You may also download or print your confirmation statement.

## During Enrollment: Making Changes on the Site

### FROM THE PROFILE PAGE, YOU CAN ...

- Go to **Next: Review My Family** and select the **Add Family Member** button to add your dependent information.
  - Go to the benefit sections and add each new dependent to the coverage you want them to have. Each dependent must be named under each benefit option, even if you have Family coverage already.
- Note:** You must complete the Dependent Verification process before your dependent's coverage can begin. You can provide Dependent Verification information to the Oncor HR Service Center through [oncor.ultipro.com](http://oncor.ultipro.com) or fax to **1.714.795.5049**.

## After Enrollment

- 1 **Check Your Confirmation Statement.**
- 2 **Review the options noted and your list of dependents** to ensure the information is correct.
- 3 **If you find an error or need assistance printing your confirmation statement,** immediately contact the Oncor HR Service Center at **1.888.565.8803**.

**Note:** You are encouraged to enroll through [oncor.ultipro.com](http://oncor.ultipro.com). You may also call the Oncor HR Service Center at **1.888.565.8803**.

## If You Do Not Make Changes During Annual Enrollment

If you do not take action, most options will carry over to 2021 with the same coverage levels in which you currently participate. However, an election is required to:

- Opt-out of Oncor medical coverage as explained on [page 14](#) of the *Your 2021 Benefits Connection* newsletter,
- Opt-out of Oncor dental coverage,
- Participate in 2021 in:
  - **A Voluntary Benefit Option** – Accident Option, Critical Illness Option, and/or Hospital Indemnity Option,\*
  - **A Health Care Flexible Spending Account (HCFSA)** – available if you do not participate in the HSA Medical Option,
  - **A Dependent Care Flexible Spending Account (DCFSA),** or
  - **Vacation purchase.**

\* To participate, you must enroll in one or more of the voluntary benefit options. If you do not enroll, you will default to **no voluntary benefit coverage**.

**Note:** If you currently have Optional Spouse Life Insurance in the amount of 25% or 50% of your annual base pay, see [page 10](#) of *Your 2021 Benefits Connection* newsletter.

### If You Are Enrolled in a Health Savings Account (HSA):

Go to [netbenefits.com](http://netbenefits.com) to elect your payroll contribution amount. If you do not make a change, your 2020 HSA contribution amount will roll over to 2021. Changes can be made to your HSA contribution elections throughout the year.