How do I find out what insurance plans I am currently enrolled in?

For PEHP medical & vision plan coverage:
- Log into your PEHP member account (www.pehp.org)
- Click on the “My Benefits” link then on the “Coverage & ID Card” link from the landing page

For EMI Health Dental plan coverage:
- Check your PDF pay stub under deductions. “Dnt Pre” is the dental premium you are currently paying.
- Compare your employee premiums against the health insurance premium table (below) or in the HR Portal Tab within the NEOED Onboard portal. We also have included the full “Health Insurance Premiums for Fiscal Year 2021-22” with this handout. That is currently the plan and coverage you have elected.
- In the example below: this employee is paying $8.56 per paycheck, which equates to the EMI Health Traditional dental plan with family coverage.
How do I make changes during open enrollment?

To make open enrollment changes to your medical, vision, or to enroll or re-enroll in Flexible Spending (FSA):

- After logging in to your pehp.org account, click on the “Enroll or Change Coverage” link under the “My Benefits” tab. There is also a “Click Here to Enroll Online” link in the DSU PEHP Benefits Guide for 2021-22. The system will then take you to the online enrollment page (See screen shot below) where you can select the benefits you would like to make changes to.

- Don’t forget that Flexible Spending must be renewed YEARLY if you would like it to continue for the next plan year!! Info on Flexible Spending or HSA can be found at [https://humanresources.dixie.edu/](https://humanresources.dixie.edu/) (under the “Benefit Information for Full-Time Employees” box and then under the “PEHP Health & Benefits” picture)
If you are enrolled on the STAR medical plan and want to make changes to your Health Savings Account (HSA) contributions, these can also be made online within your PEHP member account, under the "My Benefits" tab:

EMI Health Dental and Cigna (New York Life) Supplemental Life Insurance plan changes:
Since online changes for these vendors are not available to DSU employees, changes or enrollments must be done by submitting a form to Human Resources. Forms are located in the NEOED eForms portal. NEOED must be accessed from the Human Resources home page at humanresources.dixie.edu. You will be required to login, as well as use Duo Mobile dual authentication, to access NEOED. (see screenshot below).
What changes can I make ONLY during open enrollment?

The following changes can only be made during open enrollment:

- Changing your medical plan (e.g. switching between Traditional vs. STAR)
- Changing medical network (e.g. switching between Advantage vs. Summit)*
- Changing your dental plan (e.g. switch between Traditional vs. Preferred)
- Changing your vision provider (e.g. switch between Eyemed vs Opticare)
- Add or remove medical, dental and/or vision plan coverage*
- Opt-out of medical plan due to other coverage, in exchange for normal income stipend of $125.00 per pay period. See PEHP Open Enrollment Guide for details; Proof of other coverage must be submitted to Human Resources @ time of enrollment*
- Add or remove dependents from your insurance plans. All required documents must be submitted to Human Resources*
- Enroll or Re-Enroll annual Flexible Spending Amount*

*these changes can also be made during the plan year if a life change occurs – see DSU Policy 343, Section 3.7 for definition.

What changes can I make year-round?

- Enroll or change contribution levels in a supplemental retirement account (403b or 457b with TIAA- DSU Payroll Deduction form can be accessed in the NEOED eForms portal. Any changes for a URS Roth IRA or 457b can be made by logging into your URS account at www.urs.org)
- Change employee Health Savings Account (HSA) contributions
- Enroll in or change supplemental life insurance coverage**

**requires medical underwriting + approval from Cigna before requested coverage goes into effect

UPDATED 04/21/2021