



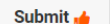
# SUTTER UNION HIGH SCHOOL DISTRICT

## 2023-24 OPEN ENROLLMENT

### ONLINE OPEN ENROLLMENT PROCESS

**PLEASE NOTE:** All employees must complete the Online Enrollment Form, even if there is no change or if declining coverage. **This form must be completed by 3:00 pm on Friday, May 24, 2023.**

You may access your Online Enrollment Form at <https://hconline.healthcomp.com/login>.  
***If you have not created an HCOOnline account, be sure to click the "Sign Up" button to begin.***

The process is the same as last year – you review and update all of your coverage information. Be sure to scroll to the bottom of each page and click the **Next** button to proceed to the next section. The second-to-last page asks you to complete information regarding additional coverage. When this page is completed, you digitally sign in the **Signed** box and click on the **Submit for Review** button. You may think you are done at this point – but you are not! The final page is a summary of your personal information, dependents, and coverages. Review carefully for accuracy, then scroll to the bottom of the page and click on the final submit button.  Now you're done!

Below are links to documents to provide additional information and assist you with the process:

1. [TCSIG Enrollment Guide](#) – Open Enrollment brochure.
2. [HCOOnline Guide](#) – Use to create your HCOOnline account if you have not done so already.
3. [2023-24 Benefits at a Glance](#) – Summary of Employee Cost, Coverage Levels, and Coverages. Plans differ primarily in deductible, coinsurance, and office visit co-pays. All other benefits are the same, with preventative benefits paid at 100% for all plans. The Wellness Center and telemedicine options are excellent benefits included in all plans with little or no co-pay.
4. [Delta Dental flyer](#) – Dental Insurance Info.
5. [Vision Service Plan \(VSP\) flyer](#) – Vision Insurance Info.

### VOLUNTARY COVERAGE

You have the opportunity at Open Enrollment to add or modify optional coverages. These are not included in the online process. If enrolling or changing any of these coverages, please submit forms/applications to me. Links to documents are provided below:

1. [Personal Accident Insurance Info](#) – Personal accident flyer and application. SUHSD provides you with \$10,000 employee coverage. The application allows you to purchase additional coverage.
2. [Voluntary Life Insurance flyer](#) – Voluntary Life Insurance info.
3. [Voluntary Life Insurance Enrollment Form](#) – Complete, print, and submit to me if you wish to purchase Voluntary Life Insurance.
4. [Voluntary Life Insurance Calculator](#) – Use to calculate what voluntary life insurance will cost.

Please feel free to contact me if you have any questions or need assistance.