

# Public Education Employees' Health Insurance Plan



## How to Enroll

**New employees are required to enroll online through Member Online Services.**

Follow these easy steps to enroll online:

- Go to [www.rsa-al.gov](http://www.rsa-al.gov) and click "Member Online Services."
  - Log in using your User ID and Password. If you do not have a User ID and Password,
- click "Register Now" and follow the onscreen prompts to create your User ID and Password.
- Once logged in, click "Enroll or Change PEEHIP Coverage's."
- Select the "New Enrollment" option and click Continue.
- Follow the onscreen prompts until you receive a Confirmation page confirming your enrollment requests were saved and submitted to PEEHIP. Be sure to print and keep a copy of your confirmation page for your records. The confirmation page will show the coverage(s) enrolled in, dependents and their coverage(s), and the monthly premiums for each coverage.

Please contact the PEEHIP office at 877.517.0020 if you have any questions or need assistance with the enrollment process.

**Note: The New Employee link in MOS is removed once the 30 days from the hire date has expired.** If not enrolled in a **timely manner**, the new employee is only allowed to enroll in **single Hospital Medical** coverage by submitting a paper enrollment application and the coverage will be effective the date the form is completed and submitted to PEEHIP. The new employee must wait until next Open Enrollment period to enroll in family coverage, the Optional Coverage Plans, and the Flexible Spending Plans.

## Coverage's Offered by PEEHIP to New Employees

Prior to enrolling, consider your options. New employees can enroll in one of three different Hospital Medical Plans. In addition, new employees can enroll in any and/or all of the Optional Coverage Plans. New employees can also enroll in the Flexible Spending Accounts.