



COLORADO
Division of Human Resources
Department of Personnel
& Administration

Dear State Employees:

As part of the Affordable Care Act, the State of Colorado is providing employees who need to make a change in their benefits in order to be compliant with the federal mandate, a one-time election from Dec. 16, 2013 through June 30, 2014.

During the special one-time election period, employees will have the following options, without the requirement of a qualifying life event:

1. If an employee is not covered through a state-sponsored plan, they may elect benefits during this time.
2. If an employee wants to drop their current coverage with the state, they may do so during this time.
3. If an employee wants to add a dependent to their current state-sponsored plan, they may do so during this time.
4. If an employee wants to drop a dependent from their state-sponsored plan, they may do so during this time.

Employees are not able to change plans during the one-time election period – however, they may add or drop a plan. Additionally, employees are only able to make change to their benefit plan once during the one-time election period. If an employee drops their state-sponsored plan during the one-time election period, they will not be able to come back on to a state plan, unless it is during the annual state enrollment period in April and May, or they have a qualified life event pursuant to [IRS 1.125-4](#).

How it Works:

For employees enrolling in benefits during the one-time election, coverage will be effective the first of the month following the date of entry into the benefits system. Employees can enter a one-time change to their benefits in the state benefit's system using the following instructions:

- Visit benefitsolver.com
- Login with your user name and password
- If you do not know your user name and/or password
 - Click on forgot password
 - Enter your social security number and date of birth. The state company key is: soc
 - Answer the security question
 - This will bring up the user name and will require a new password.
 - Use the new information log into the system
- Click on the green button in the upper right hand corner that says "Start Here"
- Click on Life Event and select the reason code of "ACA Add/Drop"
- Enter the change in the system.

For additional information on the special one-time election period please contact the State of Colorado Employee Benefits Unit by at state_benefits@state.co.us, 303-866-3434 or 1-800-719-3434 . For more information on the ACA visit www.colorado.gov/dhr/aca or www.colorado.gov/health.

Division of Human Resources Employee Benefits Unit

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