



2027 OPEN ENROLLMENT GUIDE

OCTOBER 26 - NOVEMBER 16, 2026

ITEMS NEEDED TO SUBMIT AN OPEN ENROLLMENT REQUEST

- Names, social security numbers, and birth dates of benefit eligible dependents
- 12-digit Primary Care Physician numbers for employee and each dependent if enrolling in a Blue Shield HMO plan: BlueShieldCA.com/FAD/Home
- Plan choices for Health, Dental, and Flexible Spending Accounts (FSA)
- Plan choice for other Optional Insurance
- Coverage (eligibility may be based on bargaining unit): Additional Life, Long-Term Disability, Legal Insurance, and Critical Illness Insurance
- Adding a dependent? Be sure to upload birth certificate, marriage certificate, etc. in Employee Online no later than 5 p.m. on November 16, 2026
- 5-digit Employee ID Number and password

STEP 1 | GETTING STARTED

Open Enrollment changes will only be accepted via the [Employee Online](#) (EO) system through 5 p.m. on November 16, 2026. To access the EO system and for detailed Open Enrollment information, go to: RiversideCA.gov/Human/Employee-Hub

STEP 2 | DEPENDENT INFORMATION

Add, update or verify dependent information. Add a new dependent profile, update or verify an existing dependent record in the "Dependent Information" screen. Adding a dependent profile does NOT add them to your medical and/or dental plan, you must proceed to Benefit Selection to add/drop new and existing dependents to/from your medical and/or dental plans.

Open Enrollment 2022

Benefits Msg Page

Dependent Information

Benefit Selection

Add'l Life Ins.

Deferred Comp

OE Confirmation

Personal Information

Home Address

Emergency Info

COVID Vaccine Doc Upload

Pay Information

Leave Tracking

Direct Deposit

Check Stub

W2 Info

Job Information

Current Job

Historical Jobs

Benefits

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Dependent Information

Deferred Comp

Add'l Life Ins.

Insurance

Other Benefits

Benefits Summary

Name	Relationship	Social Security Number	Birth Date	Gender	Certified
JOE SMITH (Request)	CHILD	*** __ __6789	03/27/1999	M	NO CERT

Once added, dependent information will appear here

Important Note:

Adding a dependent **does not automatically add** your dependent to your Medical and/or Dental Coverage. You must proceed to Benefits Information (Insurance) screen to Review/Modify your Benefits and select the dependent you want to add to your Medical and/or Dental coverage.

Dependent Social Security Number (SSN):

Per the Federal Health Care Reform, employees must provide a valid SSN for each dependent. Please update/provide the SSN information as necessary. You are NOT required to provide copies of the Social Security Card(s).

Dependent Certification:

Proof of dependent eligibility, i.e. birth or marriage certificate, etc. must be provided to HR for newly added dependents. Documents can be uploaded through Employee Online via the link provided below, faxed to 951-826-2421, or brought in person to HR (City Hall - 5th floor). For a listing of acceptable documentation, [click here](#). Per City policy, proof of dependent certification must be submitted to Human Resources no later than 60 days from the qualifying event date. **Failure to provide the required documentation will result in the dependent being dropped from coverage effective the 1st of the month following the 60 days.**

***Dependent Certification Upload*:**

Please be sure to name your document per this titling protocol: EmployeeIDlastname#. You should indicate a different number at the end for multiple documents, for example: 12345smith1, 12345smith2, etc.

Dependent Certification Upload

Add



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STEP 2 CONTINUED | DEPENDENT INFORMATION

After entering your dependent's information, upload your dependent certification and click "Save"

Open Enrollment 2020

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Family and Dependents Information

First Name:

Middle:

Last Name:

Relationship:

Birth Date:

Social Security Number:

Gender:

Address: ☐ Check if same address as employee

Street Address:

Dependent Certification:

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Dependent Certification Upload

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Save

STEP 3 | BENEFIT SELECTION

View and select your benefit coverage for the 2027 plan year in the Open Enrollment Benefit Selection screen.

Open Enrollment 2020

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Open Enrollment Summary View

Coverage Type	Current Coverage	Open Enrollment Requests	Enrollment Status
MEDICAL	BLUE SHIELD 15		Not Selected
DENTAL	LOC ADV PRETAX		Not Selected
FSA HEALTH CARE	125 HLTH PRETAX		Not Selected
LEGAL PLAN	none		Not Selected
FSA DEPENDENT CARE	FSA D PNDT PRETX		Not Selected
LTD - MANAGEMENT	none		Not Selected
ADDITIONAL LIFE	ADDITIONAL LIFE		Active



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STEP 3 CONTINUED | BENEFIT SELECTION

1

Medical and/or Dental Plans – You may enroll or switch to another medical and/or dental plan. You must submit a separate request for each. Rates and plan summaries can be found on the Open Enrollment website.

2

Add/Drop Eligible Dependents – New/existing dependents must be associated to your new medical and/or dental plan by placing a check mark next to their name. If you wish to drop an existing dependent, you must un-check the box next to their name.

3

Blue Shield HMO Plans – When selecting a Blue Shield HMO plan a 12-digit Primary Care Physician (PCP) identification number needs to be entered for you and each dependent on the medical screen. The Finding a Doctor tool can be used to find the PCP number for each doctor, this tool can be accessed at [BlueShieldCA.com](https://www.BlueShieldCA.com).

Don't forget to check out the new Blue Shield Trio HMO 40 plan!

4

Blue Shield PPO Plans – No PCP number is required when enrolling in a PPO plan. However, you can verify if your Physician is in the Blue Shield PPO network at [BlueShieldCA.com](https://www.BlueShieldCA.com).

Reminder: The High Deductible Health Plan (HDHP) offered last year continues to be available with an HSA option. Visit the Open Enrollment Website for rate sheets and plan details.

5

Health Opt-Out Program (Available for Eligible Employees) – Employees who wish to participate or continue to participate in the Health Opt-Out Program for the new year must renew their participation by re-electing this option and submitting proof of alternate coverage.

6

Flexible Spending Account (FSA & LFS): Health Care, Dependent Care, and Limited Purpose Annual elections must be renewed via Employee Online. If you do not submit a request each year, participation in the plan(s) will end December 31 of the current year.

Employees need to re-enroll for the new year in order to have a carryover balance from the previous plan year. If not, the balance will need to be exhausted by the end of the current calendar year.

Health Savings Account (HSA) - Health Care - Employees enrolled in a High Deductible Health Plan (HDHP) are eligible to enroll in this plan. HSA participants must also re-enroll each year and select their contribution amount for the following calendar year. Unused HSA funds do not expire and will remain in your account and carry over.

7

Long-Term Disability (LTD) – Eligible employees (depending on bargaining unit) may participate in LTD; an option to enroll or cancel is available year-round to those employees via The Standard's website: [Standard.BenSelect.com](https://www.Standard.BenSelect.com).

8

Additional Life Insurance – New applications, cancellations or changes to an existing policy are accepted year-round online via The Standard's website: [Standard.BenSelect.com](https://www.Standard.BenSelect.com).

9

LegalEASE – The LegalEASE plan is \$17.54 monthly (includes dependent coverage). Enrollment is voluntary and 100% employee-paid with an after-tax premium deduction. Employees can enroll/cancel enrollment in this plan at any time of the year on Employee Online. Effective date will be the first of the following month following enrollment. Coverage will end the first of the following month following 30 days from the cancellation request date. **Employees canceling coverage will not be eligible to re-enroll in the plan until the following calendar year.**

10

Critical Illness – Voluntary coverage that helps with out-of-pocket expenses not covered by medical insurance in the event of a qualifying illness or injury. **Please note that rates will be increasing next year.** New applications, cancellations, or changes are accepted year-round online at [Standard.BenSelect.com](https://www.Standard.BenSelect.com). Open Enrollment is your opportunity to enroll without providing Evidence of Insurability (EOI). **Be sure to make your election during Open Enrollment!**

11

New Voluntary Benefit Plans Are Available During Open Enrollment – Voluntary Accident Plan, Hospital Indemnity Coverage and Voluntary Short-Term Disability. **IMPORTANT: Voluntary Short-Term Disability coverage is intended exclusively for unrepresented City of Riverside employees. This coverage is employee-paid.**



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STEP 4

PRINT YOUR OPEN ENROLLMENT CONFIRMATION/MAKE CHANGES

Print or email your open enrollment confirmation page before exiting Employee Online!

To make changes after submitting your request(s), simply go back to the Benefits Selection page, click on the benefit and select **"Delete this Request"**, you will then be able to submit a new request.

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Benefit Confirmation

Below is a summary of your current benefit selections. Benefit changes submitted during Open Enrollment will be effective January 1, 2022. To receive this confirmation page click on the Email button below.

Enrollments or changes requested through the Standard for Additional Life Insurance, or Voluntary Long Term Disability are not included on this page. For additional information on these benefits please visit [The Standards](#) website.

Benefit Plan	Current Plan	Benefit OE Request
MEDICAL	HEALTH OPT OUT (Emp Only)	KAISER 15 (Family)

Dependent Certification Upload

[Back](#) [Save](#)

NOT MAKING CHANGES?

Not making changes to your current dependents or to your Medical, Dental, Additional Life Insurance, Long-Term Disability, Critical Illness and/or Legal plan this year? **NO ACTION NEEDED**

DO NOT submit a request via Employee Online if you are not making changes.
Current coverage and dependents will carry over to the new plan year.

Please contact the Human Resources Benefits Division for any questions or for additional information at:

CityBenefits@RiversideCA.gov or call (951) 826-5639