



PEEHIP ENROLLMENT
FOR NEW EMPLOYEES
HUMAN RESOURCES

New employees have the ability to use the Member Online Services (MOS) system to enroll in PEEHIP **Hospital Medical** and/or the **Optional Coverage Plans** within 30 days of their date of employment. **New employees** will have the option of enrolling on **1)** their date of hire or **2)** the first day of the month following their date of hire. The MOS system allows the employee to choose which enrollment date he/she wants for their Hospital Medical and Optional Coverage plans. New employees enrolling in a **flexible spending account** will have a Begin Date of October 1 if the member's hire date is between July 1 and September 30. If the member's hire date is outside of these dates, the Begin Date will be the first day of the full month after the date of hire.

To enroll in PEEHIP coverage, New Employees should:

1. Go to the RSA Website at www.rsa-al.gov .
2. Click the **Member Online Services** link on the left side of the page.
3. If the member has not registered, he/she will need to create an online account by creating a User ID and Password. After successfully creating an account, choose the “**Enroll or Change PEEHIP Coverages**” link on the left side of the page.
4. Choose the second option, “**I have recently become eligible for PEEHIP coverage and I would like to enroll.**” (See screen shot below.) This option will only display for 30 days from the new employee's hire date. At the end of this time period, the link is no longer available and the new employee cannot enroll online.
5. Print a **confirmation page** and return a copy to the Payroll Office.

The screenshot shows a web form titled "New Enrollment – Enroll in PEEHIP Coverage(s)". It contains two radio button options. The first option is "I want to enroll in or make changes to my health insurance and/or flexible spending accounts during Open Enrollment (for an October 1 effective date of coverage)." The second option is "I have recently become eligible for PEEHIP coverage and I would like to enroll." Below the options are two buttons: "Continue" and "Cancel".

If you have question, please call Jerrie Smith at 256-216-3302.