

# Virginia United Methodist Pensions, Inc.

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Dear Virginia Conference Health Plan Participant,

During this year's Annual Open Enrollment, October 19th to November 2nd, we have made it easy for you to enroll in your health, dental, life and flexible spending plans through a secure web-based system. Its name is "*Connects*".

*Connects* will provide you enrollment service, timely accounting and recordkeeping, all while lowering our overall administrative costs to operate and maintain the conference's health and welfare plans.

All Active and Disabled Clergy, Lay employees, and those Widows and Early Retirees under age 65 are encouraged to enroll using this system. But if you want to simply confirm your current benefit elections and make sure your dependents' data are up-to-date, *Connects* will help you do just that.

To enroll, you will need to access *Connects* through the conference website at [www.vaumc.org](http://www.vaumc.org). Once on the conference website, look for the announcement about "2010 Annual Open Enrollment". Or you can go to "Offices/Staff", "Conference Offices" then scroll all the way down to "Pensions and Benefits Office", and click on the words "Pensions and Benefits Office" this will take you directly to the open enrollment website.

## A few things for you to know about *Connects*:

Security. VUMPI owns and maintains *Connects*, therefore it is secure and compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Furthermore, VUMPI does not request, maintain, or distribute Personal Health Information (PHI). You will be able to access your enrollment data by inputting your Username and Password.

Social Security Numbers (SSN). You will never be required to use your SSN to access or use *Connects*. However, in order to *add* a dependent to be covered, it will be necessary for you to enter your dependent's SSN. If you do not want to enter your dependent's SSN, you may add them to your coverage manually by contacting Nancy Blair, VUMPI's Health Plan Administrator, at 800-768-6040 or 804-521-1100, extension 130; or [nancyblair@vaumc.org](mailto:nancyblair@vaumc.org).

Username. Your initial Username is the first three letters of the participant's last name immediately followed by the last four digits of your social security number.

Password. Your initial Password is the last four digits of your social security number.

\*\*\* The very first action required of you once logged on to *Connects* will be to change your Password.

Security Breach. The risk of a security breach is minimal due to the fact that access into *Connects* is limited to a very small window of time (during the two week Annual Open Enrollment), then archived as a "View Only" file and is Password protected for the remainder of the year.

If You Do Not Enroll. In the event that you choose not participate in the 2010 enrollment and are already covered in our plans, your benefit elections will remain the same\* and your rates for your benefits will automatically be updated, subject to your relationship to the Virginia Annual Conference and the plan rules. \* *There is one exception --- your participation in the Flexible Spending Accounts (FSA) for medical and daycare expenses. By law, in order to participate in an FSA, you must make an annual election to do so, otherwise you will be terminated from the FSA.*

Inadvertent Enrollment. VUMPI designed *Connects* to prevent you from inadvertently electing benefits that are not available to you and is based upon your relationship to the Virginia Annual Conference and the plan rules.

Confirmations. VUMPI will no longer mail confirmations. Participants will receive a prompt from the system to print a confirmation of their personal elections before logging off.

Year Round Access. Changes to one's file can occur only during Annual Open Enrollment. But you will be able to view your elections year round.

Lifestyle Changes. Requests to process Lifestyle Changes (birth, death, occupational change, etc.) between Annual Open Enrollments should be sent to Nancy Blair, VUMPI's Health Plan Administrator, at 800-768-6040 or 804-521-1100, extension 130; or [nancyblair@vaumc.org](mailto:nancyblair@vaumc.org).

Please feel free to contact Nancy Blair with your questions.

Again, thank you for your stewardship.

In Christ's Service,

Donald F. Rogers  
Executive Director