STARS Employer Training

Update Retiree Insurance Coverage/Premium Amounts

STARS

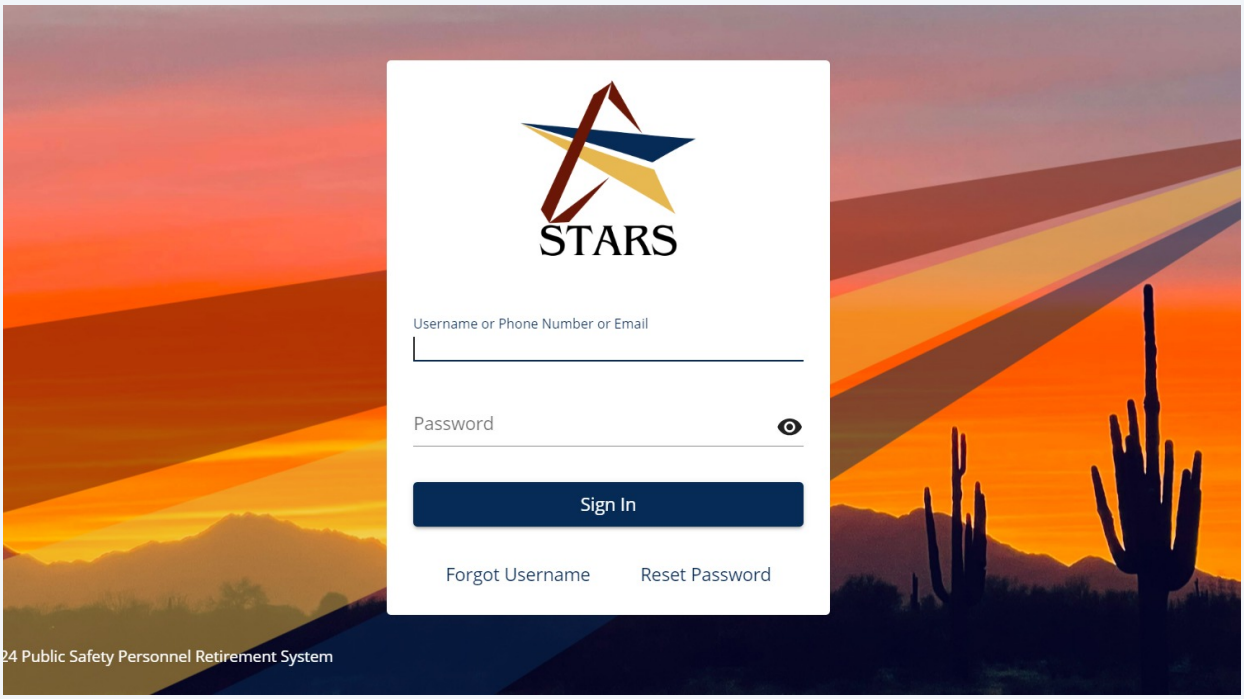
PSPRS

Serving Those Who Serve Others

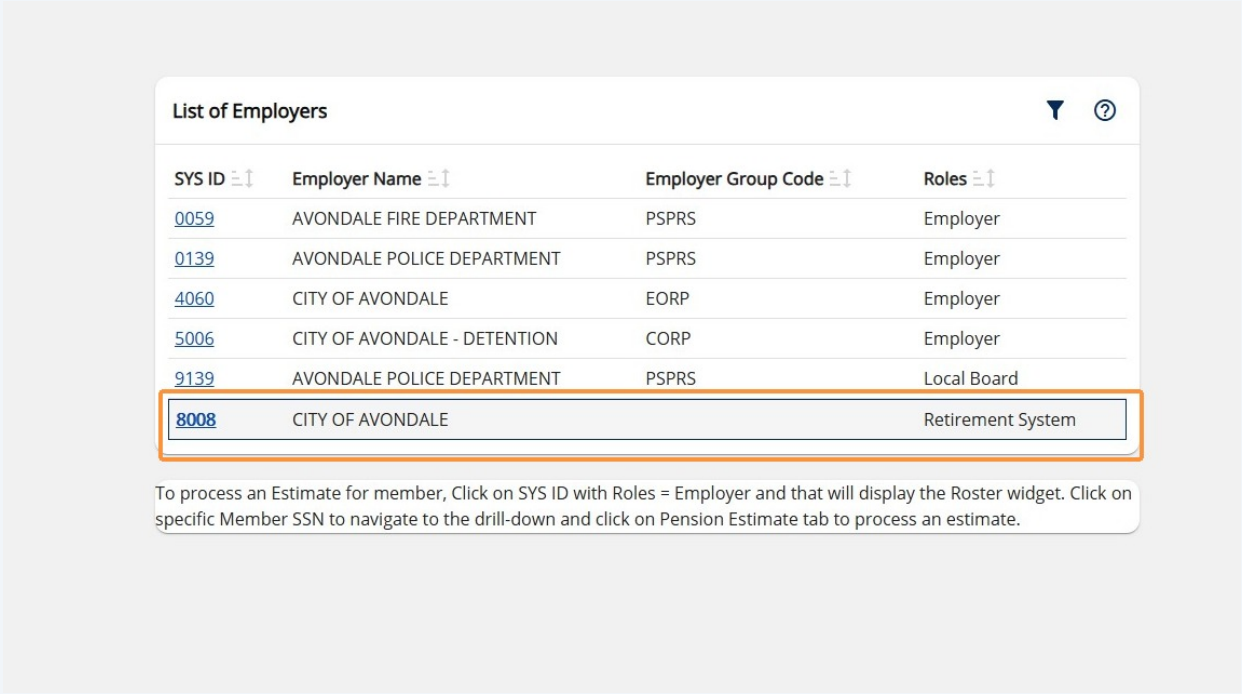
Update Retiree Insurance Coverage/Premium Amounts

Learn how to access the retiree insurance portal and modify retiree insurance enrollment and premiums. This process ensures coverage and subsidies remains accurate and up to date.

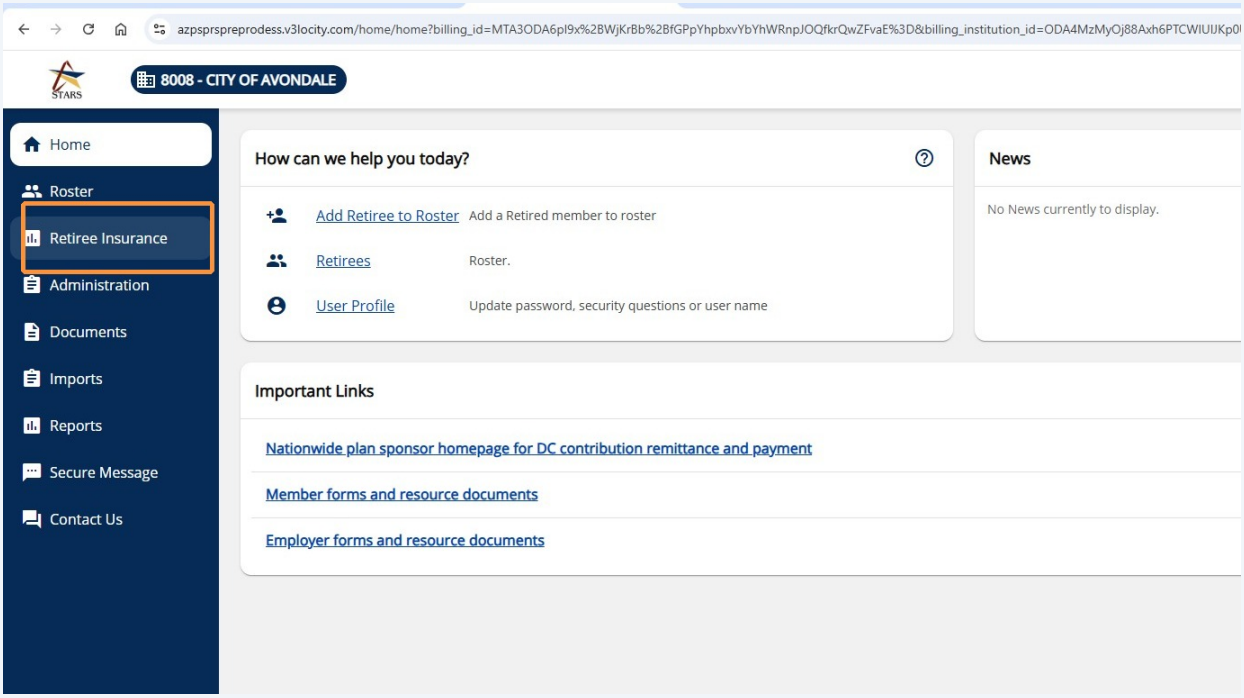
1 Enter **Username** and **Password** to log into STARS.



2 Be sure you are logged into the 8000 series system ID (SYS ID), Retirement System (Roles).

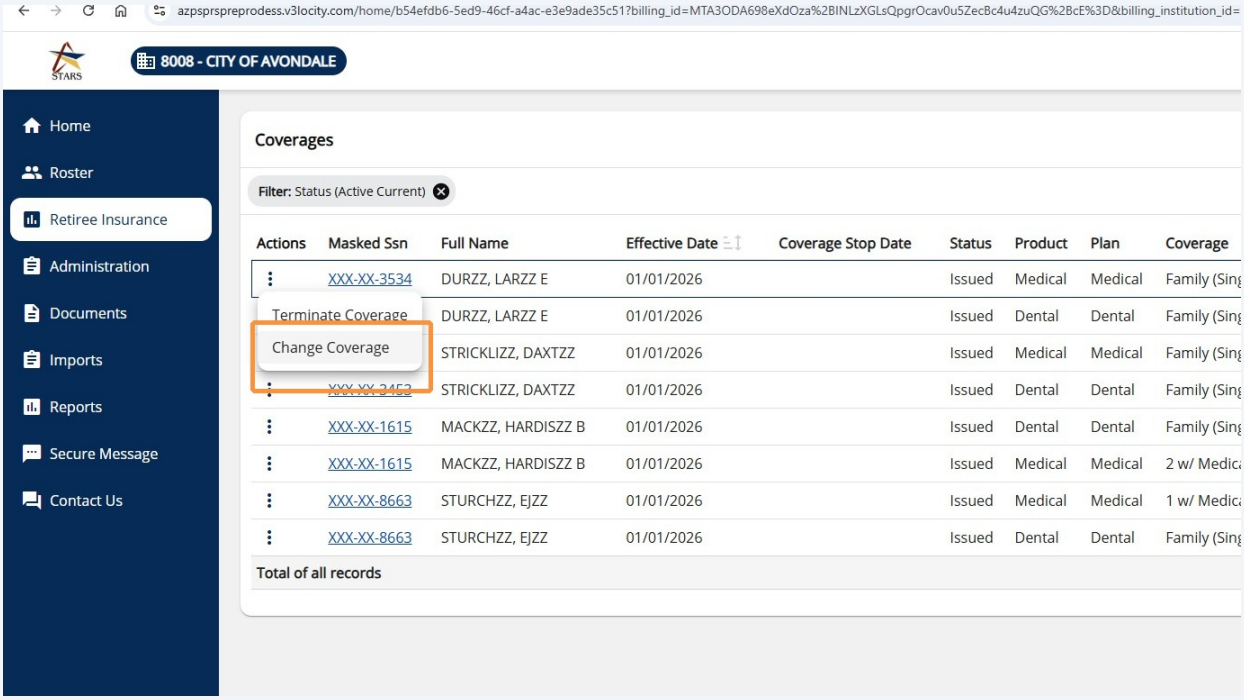


3 To begin click on **Retiree Insurance**. This will bring up your roster of retirees with insurance coverage.

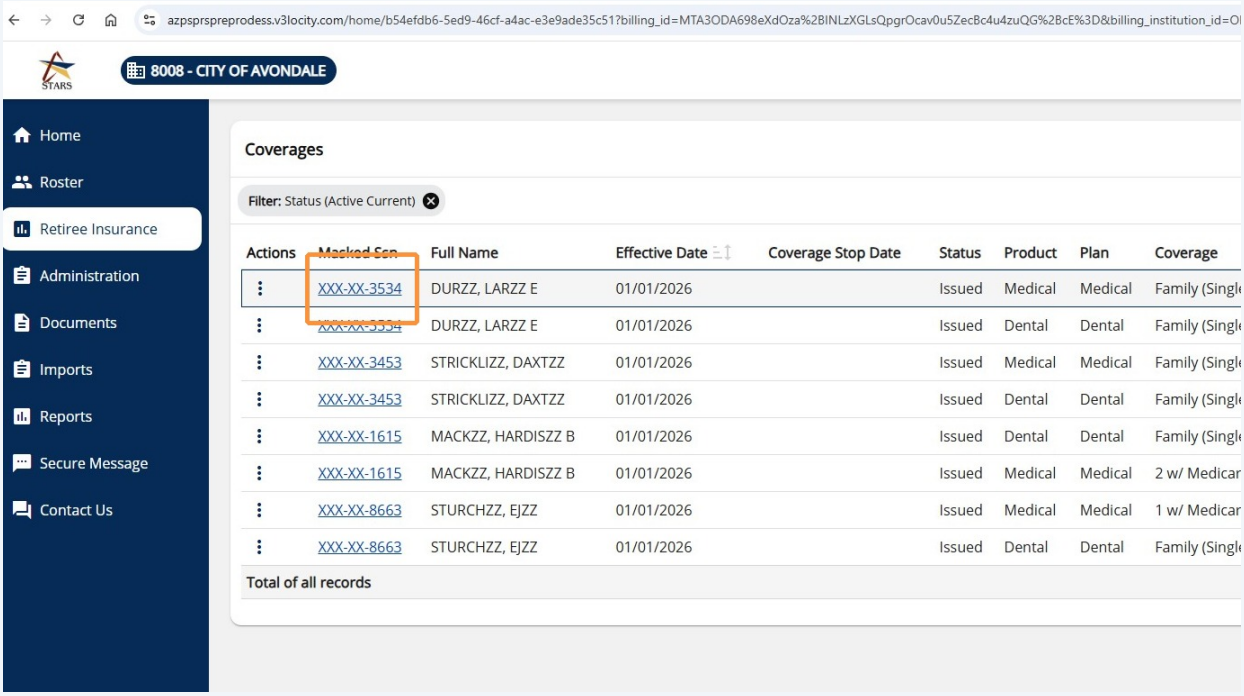


Tip! There are two way to begin to update the Members Coverage/Premium change.

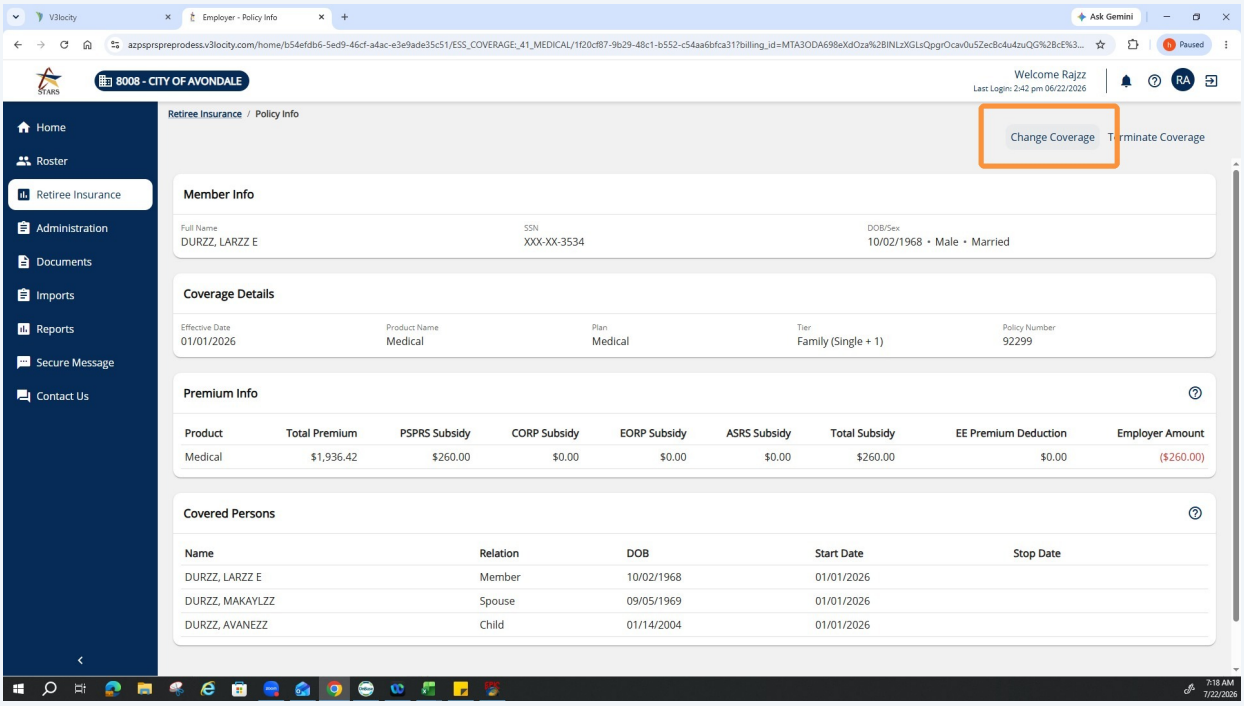
4 The first option is to click the **three-dot-menu** (Snowman) next to the members SSN and choose **Change Coverage**.



5 The second option is to click on the members **social security number**.

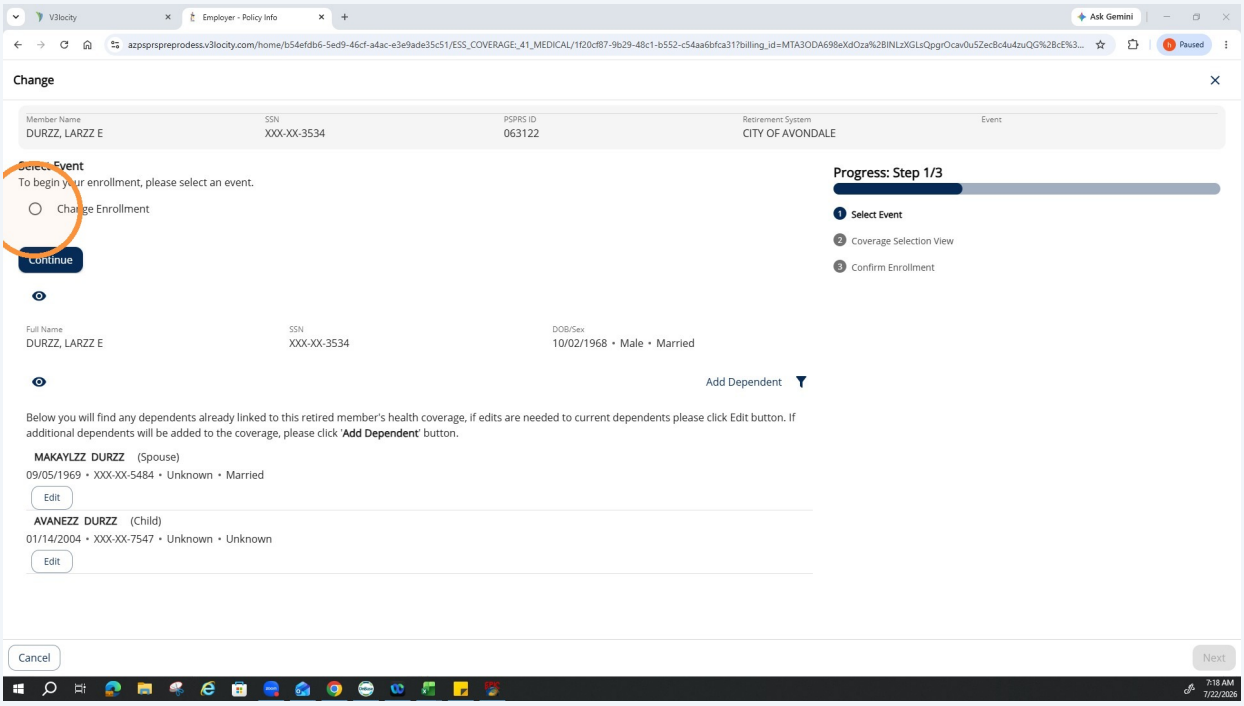


6 In the upper right corner, click **Change Coverage**.



7

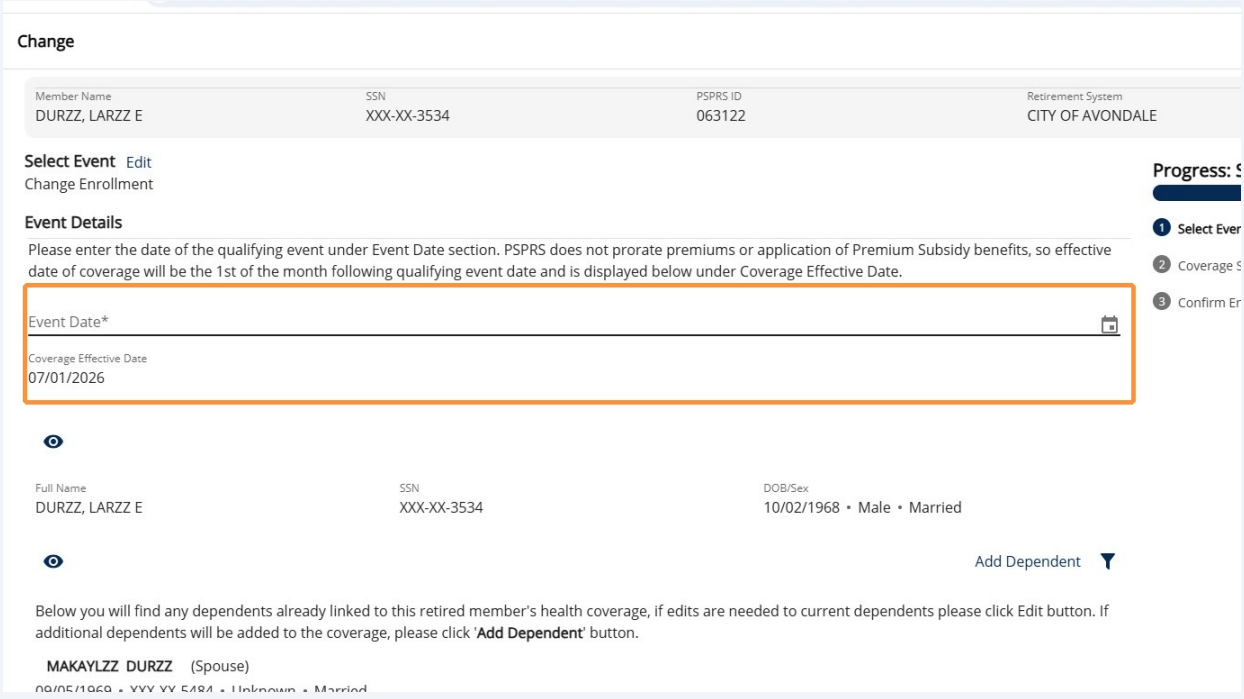
Both of these access options launch the Change Wizard. Select **Change Enrollment** and click **continue**.



8

The **event date** is not the same as the **coverage effective date**. It's important that users pay close attention to this distinction. The coverage effective date is always the first day of the month **following** the event date.

For example, if coverage should be effective on **July 1**, the event date must be **June 30** or any earlier date in **June**.

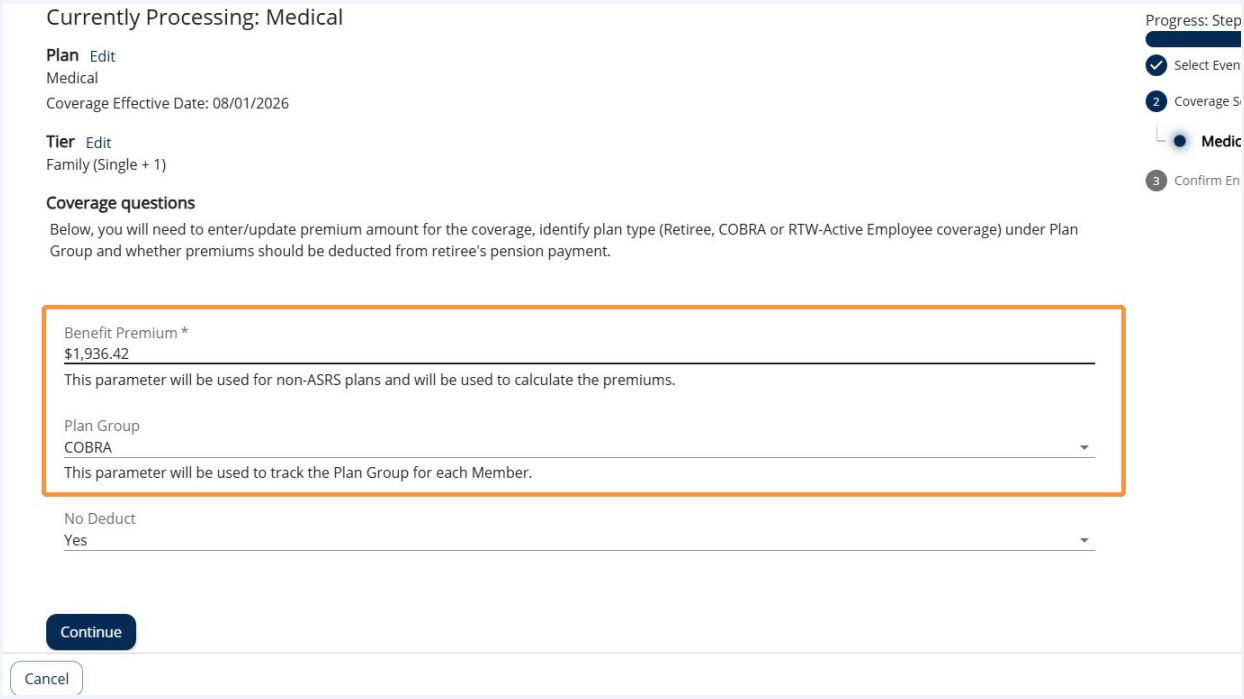


9 Verify coverage is correct, if not select the correct coverage. Click **Continue**.

Tip! As you review each record, please verify the number of dependents enrolled. If there is more than one dependent, be sure to update the coverage level from Family (Single + 1) to Family (Single + 2 or More) to ensure the enrollment information is accurate.

Many family plans were imported into STARS as Family (Single + 1) and need to be updated to the appropriate Family (Single + 2 or More) coverage level.

10 Enter the amount of the new premium in the **Benefit Premium*** field. If you are updating the plan, make sure to change the **Plan Group** as well.



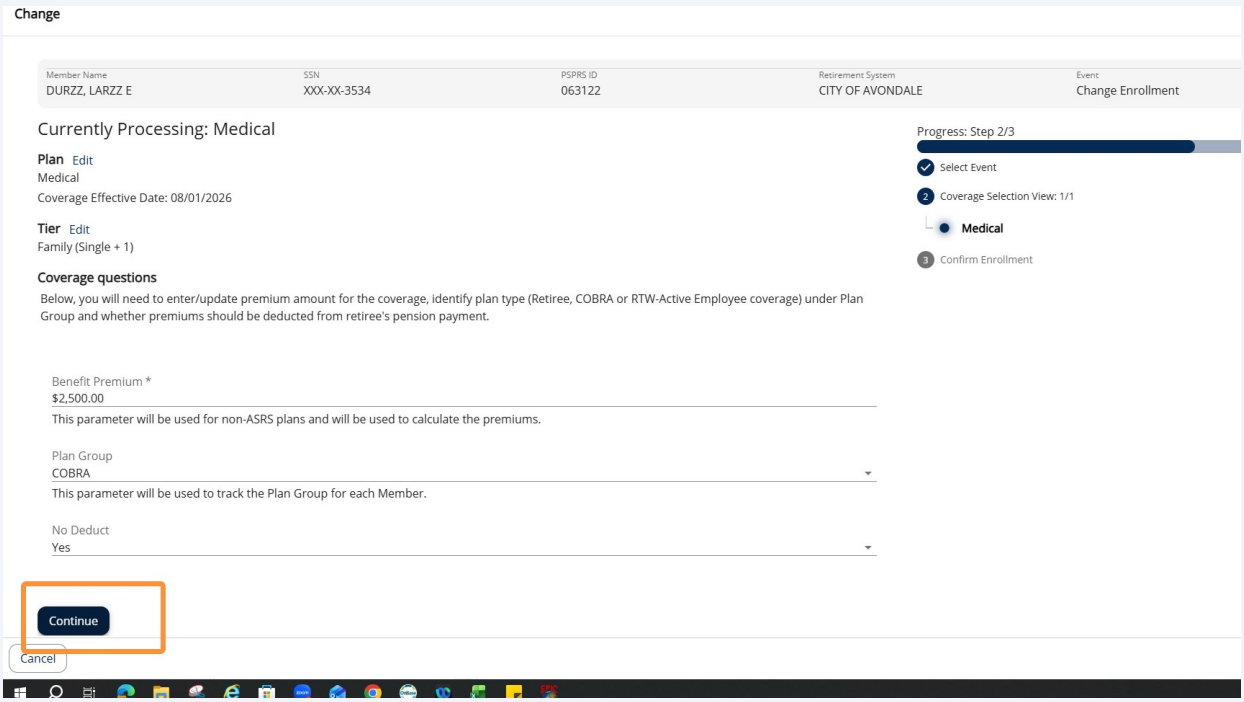
Tip! Please review the "**No Deduct**" field carefully, as it determines how the member's premium is handled.

If the **No Deduct** flag is set to **Yes**, premiums will not be **deducted** from the member's pension. In this case, **only the subsidy will be applied**.

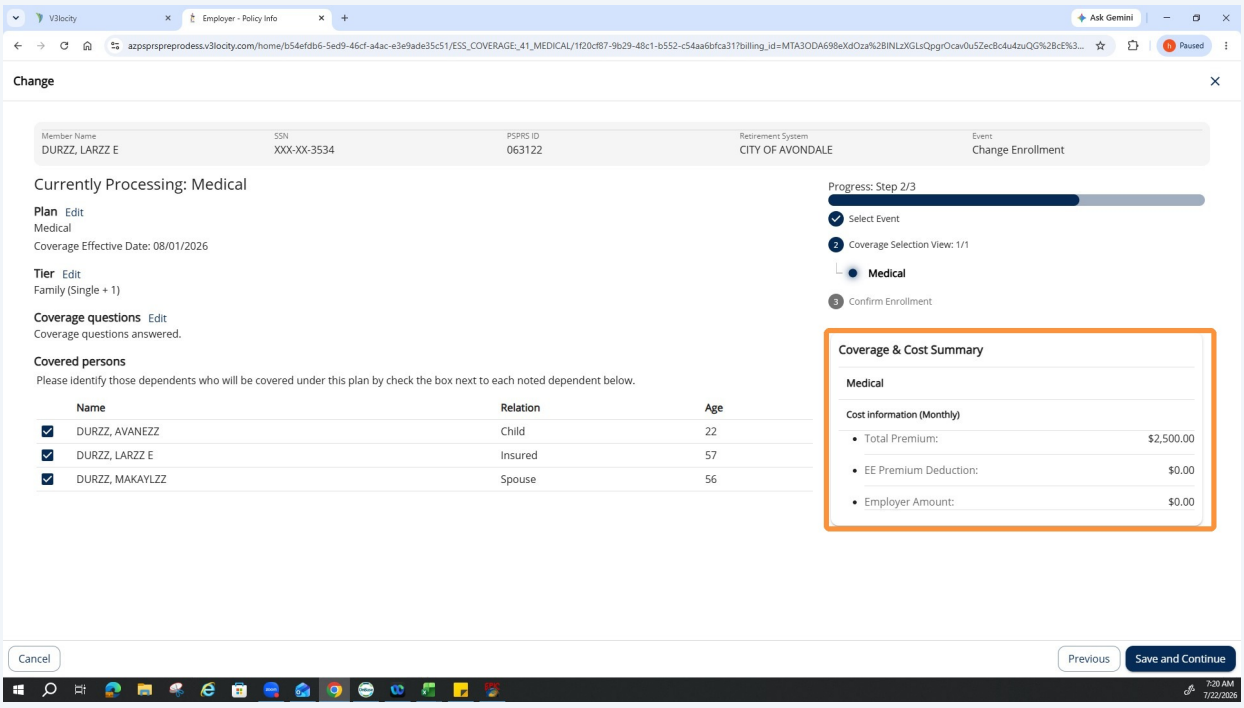
If the **No Deduct** flag is set to **No**, the **member's pension will be used to deduct** any remaining premium balance **after the subsidy has been applied**. That amount will then be paid to the employer on the member's behalf.

Taking a moment to verify this field will help ensure premiums are processed correctly.

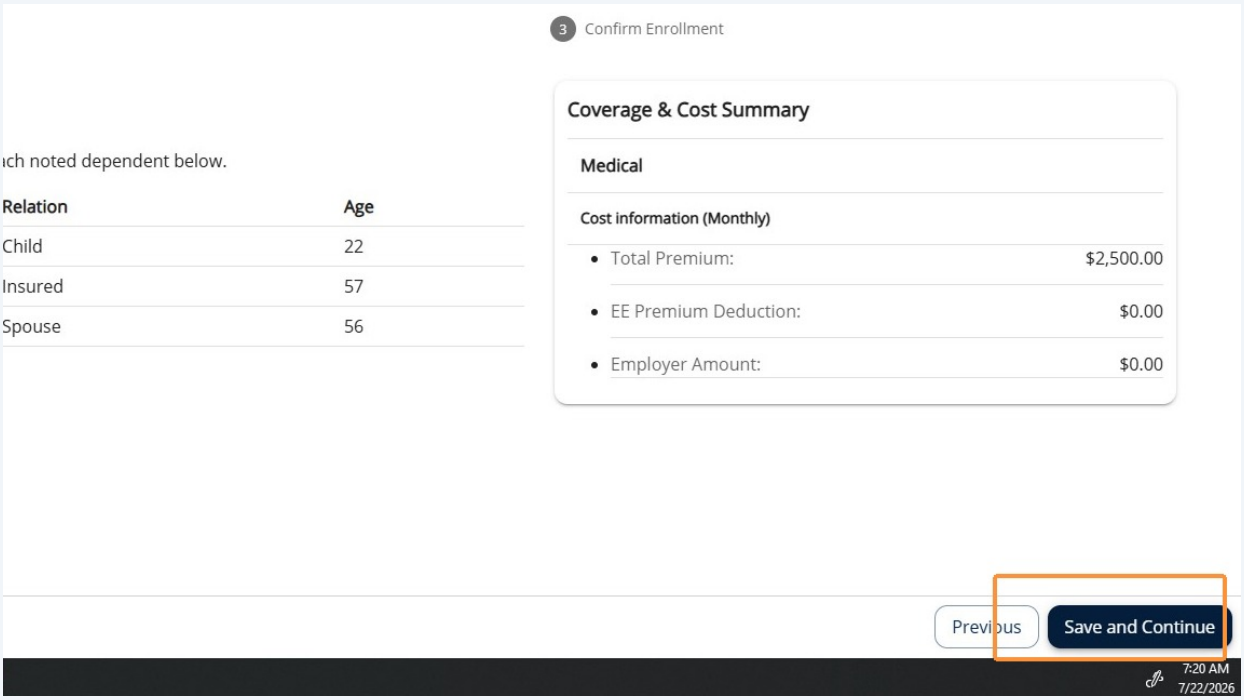
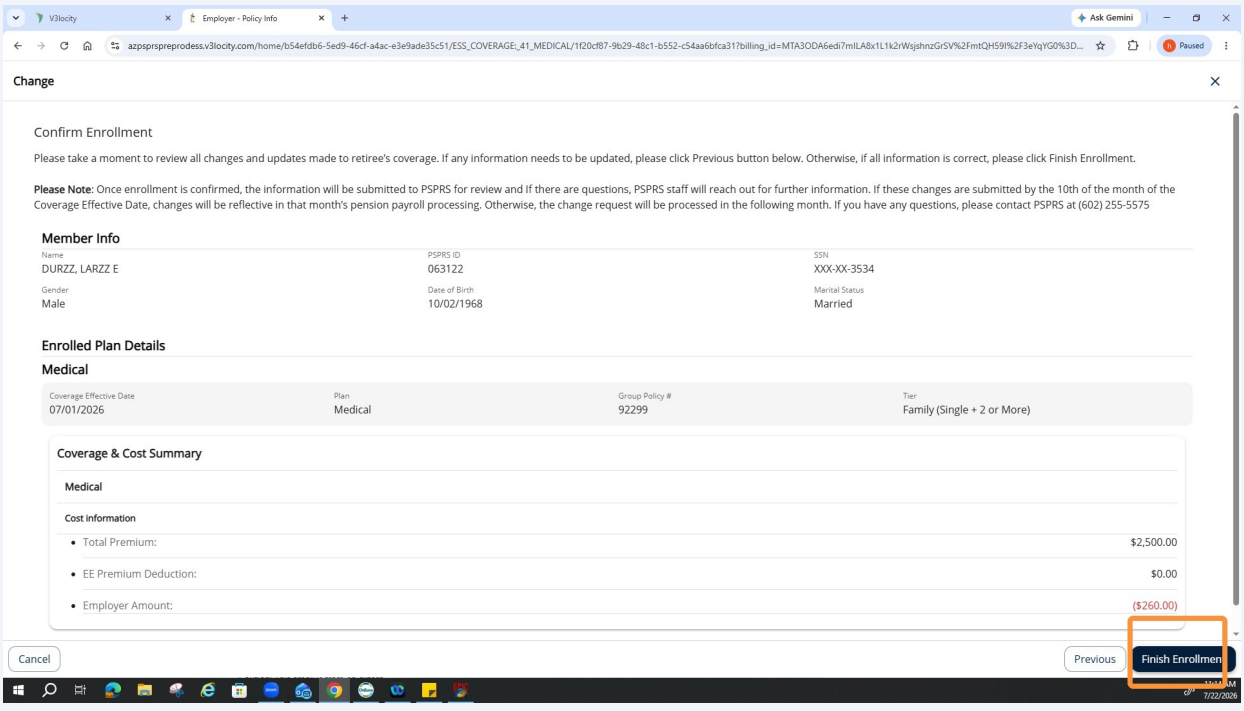
11 Click **Continue**.



12 Review the new information displayed in the lower right corner in the **Coverage & Cost Summary**.



13 Click **Save and Continue**.



14 Click **Finish Enrollment** in the lower right corner. The members record will now be updated and effective on the coverage date (first of day of the month after the event date).