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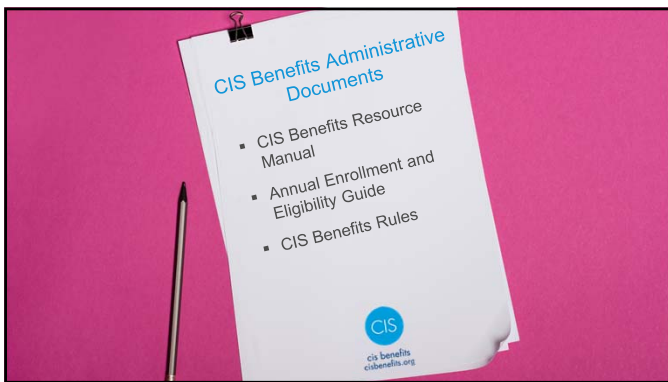
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### Other Helpful Documents

- IRS Publications
  - Publication 15, Employer's Tax Guide
  - Publication 15b, Employer's Tax Guide to Fringe Benefits
  - Publication 969, Health Savings Accounts and Other Tax-Favored Health Plans
- Public Employee Rights and Benefits
  - ORS Chapter 243.005 – Public Safety Officer Statutory Life Requirements
  - ORS Chapter 243.303 – Retiree Continuing Health Benefits Rights
- Government Medical Plans Ineligible to Receive Opt-Out Compensation
  - Medicare, Section 1862, Section 3(C)
    - [http://www.ssa.gov/OP\\_Home/ssact/title18/1862.htm](http://www.ssa.gov/OP_Home/ssact/title18/1862.htm)
  - Tricare, Section 1097c
    - <http://www.gpo.gov/fdsys/pkg/PLAW-109publ364/html/PLAW-109publ364.htm>
  - Veteran Administration (VA), Health Care Insurance, Private Health Insurance
    - <http://www.va.gov/healthbenefits/cost/insurance.asp>

  
cis benefits  
cisbenefits.org

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CIS Employer Notifications



- Member updates
- Monthly billing – 15<sup>th</sup> cutoff date



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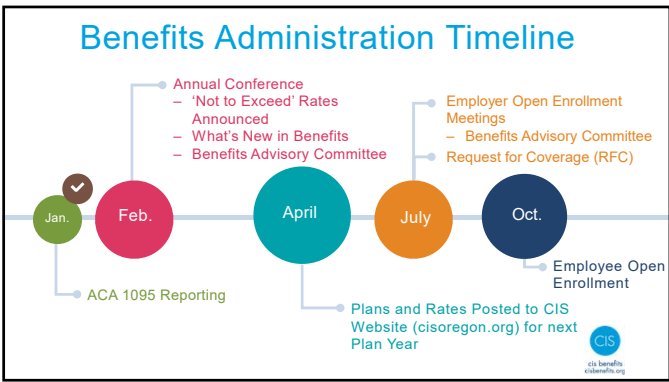
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Benefits Administration Websites

- Employer – [www.cisoregon.org](http://www.cisoregon.org)
- Employee – [www.cisbenefits.org](http://www.cisbenefits.org)






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## Employer




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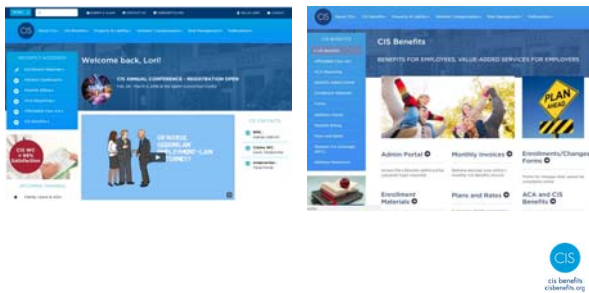
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## Employer Homepage




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## Affordable Care Act (ACA) Pages




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## Affordable Care Act (ACA) Reporting

## Benefits Admin Portal Page

## Enrollment Materials

## Forms

**CIS Benefits Forms**

**Forms**

**FOR ENROLLMENTS/CHANGES THAT REQUIRE A FORM**

Family status changes, such as an address change, birth, marriage, divorce, etc. need to be done by the employee online. Please instruct your employees to go to [www.cisbenefits.org](http://www.cisbenefits.org).

For all other enrollment changes that require a form, click and print the form below and return to CIS Benefits.

If your employee needs to file a claim for life insurance benefits through The Hartford, please direct them to: [www.hartford.com/resources/enroll](http://www.hartford.com/resources/enroll)

**Long Term Disability Claim Form**  
The Hartford's application for long term disability income benefits.

**Long Term Disability Claim Form - Spanish**  
Spanish version of The Hartford's application for long term disability income benefits.

**Notice of Conversion and/or Portability Rights**  
Transferring employee health coverage to a plan of coverage may be eligible to continue all or a portion of their coverage with The Hartford.

**Group Life and Accidental Death Claim Forms for Employee or Dependents**  
The Hartford also claims for purposes of claiming Death, Suddenness and Unexplained coverage.

**Flexible Spending Account Enrollment Form**  
Enrollment form for healthcare and dependent care FSA.

**Need help?**  
Please contact CIS Benefits at [info@cisbenefits.org](mailto:info@cisbenefits.org) or call 1-800-850-1000.

**CIS**  
[www.cisbenefits.org](http://www.cisbenefits.org)

## Wellness Pages -- Wellness Grants

**CIS Benefits Wellness Grants**

**Wellness Grants**

**GRANTS FOR CIS BENEFITS MEMBERS**

CIS Benefits is committed to partnering with you to develop and promote healthy work cultures and successful member wellness programs. At CIS, the benefits team is dedicated to help you develop your wellness grant practices and answer any questions your group has as you begin your wellness grant application.

**Wellness Grant Overview**  
CIS Benefits wellness grants continue to be based on best practices. Grants are intended to provide funding for wellness programs and activities that have the greatest impact for reducing and preventing chronic and emerging employee health-related challenges. To apply for a grant application, please contact the Wellness Grant team at [wellness@cisbenefits.org](mailto:wellness@cisbenefits.org).

**Screening Grant Overview**  
CIS Benefits continues to support employee wellness screening to encourage individual investment in wellness and health management. Click the link above to read about our upcoming Screening Grant program, and to get the application process started.

**Health Fair Grant Overview**  
CIS Benefits supports our members' efforts to increase employee knowledge of wellness resources and services available as part of the employee health benefits package. Click the link above to read about how CIS will support your efforts to have a Health Benefits Fair. CIS will support member health/benefit fairs and marketing efforts of up to \$500 per event every two years. The application can be found at [www.cisbenefits.org](http://www.cisbenefits.org).

**USEFUL LINKS**

[Wellness Grant Application](#)

[Screening Grant Application](#)

[Health Fair Grant Application](#)

**CIS**  
[www.cisbenefits.org](http://www.cisbenefits.org)

## Wellness Pages – Wellness Resources

**CIS Benefits Wellness Resources**

**Wellness Resources**

**RESOURCES FOR CIS BENEFITS MEMBERS**

**Employee Assistance Program - Deer Oaks**  
Deer Oaks provides monthly newsletters. Please distribute to employees and supervisors on print and post around your workplace. If you would like the newsletters, or other promotional materials, please contact [deeroaks@cisbenefits.org](mailto:deeroaks@cisbenefits.org).

**Contact Deer Oaks EAP Services**  
• Jan 2019 Employee Newsletter  
• Jan 2019 Supervisor Newsletter

**Employer Services**  
Deer Oaks provides a variety of services for managers and supervisors. Find information on their website at: [www.deeroaks.com](http://www.deeroaks.com).

**USEFUL LINKS**

[Employee Assistance Program - Deer Oaks](#)

[HEALTHY EATING & WEIGHT MANAGEMENT](#)

[THE HARTFORD - VALUE ADDED SERVICES](#)

[WELLNESS ACADEMY 2017](#)

**CIS**  
[www.cisbenefits.org](http://www.cisbenefits.org)

## Monthly Billing

**CIS** About CIS CIS Benefits Property & Liability Workers' Compensation Risk Management Publications

**CIS Benefits Monthly Billing**

CIS Benefits  
Affordable Care Act  
ACA Reporting  
Benefit Admin Portal  
Enrollment Materials  
Forms  
Webinars/Events  
**Monthly Billing**  
Plans and Rates  
Personal Pay Coverage (PPC)  
Webinars/Events

**CIS Benefits Reports**

DOWNLOAD AND CONFIRM MONTHLY BENEFITS STATEMENTS

*Note: Although we encourage prompt payment of your January 2018 invoice, late fees will be waived once again this month, due to the delayed posting of bills.*

**SELECT MONTH** CITYCOUNTY INSURANCE SERVICES

Month: January 2018

**INVOICES AND STATEMENTS**

Invoice Summary  
Monthly Invoice (PDF)  
Monthly Invoice (Excel)

**CIS**  
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cibenefits.org

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## Invoice Summary

**CIS** About CIS CIS Benefits Property & Liability Workers' Compensation Risk Management Publications

**CIS Benefits - Interactive Invoice**

Month: January 2018

**STEP 1 of 4 - Select Invoice Month**

January 2018

**STEP 2 of 4 - View Invoice for January 2018**

Premiums (includes adjustments and late fees, See Invoice) \$14,400.00  
Prior Month Adjustments \$0.00  
Prior Month Late Fees \$0.00  
Invoice Total \$14,400.00  
Prior Balance Forward as of 12/14/2017 \$0.00  
Amount Due \$14,400.00

**Amount You Are Paying**  
Submitted on 12/22/2017  
Submitted by \$15,000.00

**HELP SECTION**

Invoice Forwarded: The invoice is forwarded and has been sent to CIS. Payment instructions are available below in STEP 3 along with a printable version of the invoice.

**STEP 3 of 4 - Add Invoice Adjustments (if required)**

Reason	Name	SDN	Date	Amount
Apportioned Forward EE			12/14/2017	(\$1,000.00)
Apportioned Forward EE			1/1/2018	\$0.00
<b>Total:</b>				<b>(\$1,000.00)</b>

**STEP 4 of 4 - Finalize Invoice Summary**

Payment Type: ☒ Check

Status: **Submitted (and payment)**

**Print Invoice Summary if needed**

Recent Inquiries  
Your email is: cis@cisbenefits.org  
CIS Trust, P.O. Box 4344  
Portland, OR 97208-4344

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## Plans and Rates

**CIS** About CIS CIS Benefits Property & Liability Workers' Compensation Risk Management Publications

**CIS Benefits Plans and Rates**

**Medical Plan Options and Rates**

Medical Plan Options and Rates  
Medical Plan Rates  
Medical Plan Rates  
Medical Plan Rates  
Medical Plan Rates  
Medical Plan Rates  
Medical Plan Rates  
Medical Plan Rates  
Medical Plan Rates  
Medical Plan Rates

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cibenefits.org

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## Health Rates for Large & Commissioned Groups

**CIS Benefits Reports**

DOWNLOAD AND CONFIRM MONTHLY BENEFITS STATEMENTS

*Note: Although we encourage prompt payment of your January 2018 be waived once again this month, due to the delayed posting of 1*

**SELECT MEMBER**

Name: [Text Field]  
 Month: [Dropdown Menu]  
 2018 Plan Year: [Dropdown Menu]

**Invoices And Statements**      **2018 Rates**

Invoice Summary  
 Monthly Invoice (PDF)  
 Monthly Invoice (Excel)

Medical & Dental Rates

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## Request for Coverage (RFC)

**CIS Benefits Request For Coverage**

VIEW AND PRINT YOUR RFC

**SELECT MEMBER**      PRINEVILLE

**Request For Coverage**

2018 Plan Year: [Dropdown Menu]  
 Complete (Click Here)

**Edit/View the RFC**

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## Back to the Admin Portal Page Login

**ADMINISTRATOR ACCESS TO BENEFITSOLVER**

You are about to access the CIS Benefits Admin Portal

**Login Details**

Remember if you have not received your official password, contact CIS Benefits Support

**Login**

**CIS Benefits Admin Portal Instructions**

**New Employees Instructions**

**Employee Enrollment Status Changes**

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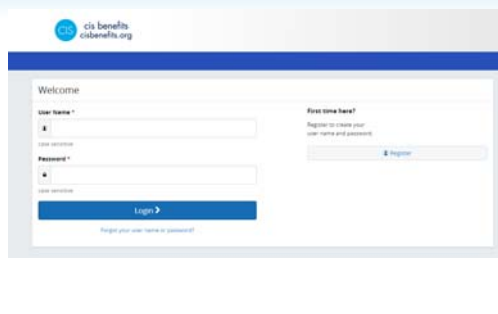
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## Employee Benefits Administration Access



The login page for the Employee Benefits Administration system. It features a 'Welcome' message and a 'First time here?' section with a 'Register' button. The main login area includes fields for 'User Name' and 'Password', both with 'eye' icons for visibility toggling. A 'Login' button is positioned below these fields. A link for 'Forgot your user name or password?' is located at the bottom of the login area. The CIS logo and 'cis benefits cubanells.org' are visible in the top right corner.

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## Administrative Homepage



The Administrative Homepage dashboard. It includes a top navigation bar with links for 'Home', 'Reports', 'Administration', and 'Help'. The main content area is divided into several sections: 'Activity and Message Center' with links for 'Welcome', 'My Profile', 'My Account', and 'My Reports'; 'Approvals' with links for 'Pending', 'Approved', and 'Rejected'; 'Help' with links for 'Help', 'FAQ', and 'Contact Us'; 'Key Contacts' with links for 'Regional Offices', 'Customer Support', and 'Sales'; and 'Participation Analytics' with a bar chart. The CIS logo and 'cis benefits cubanells.org' are visible in the top right corner.

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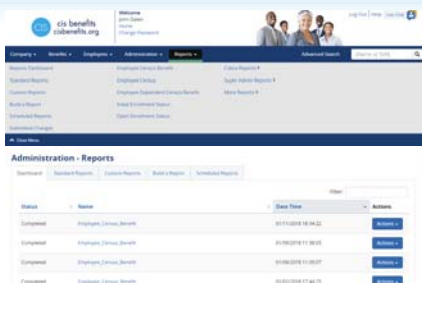
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## Reports



The Reports page screenshot showing a table of reports. The table has columns for 'Status', 'Name', 'Date Time', and 'Actions'. The reports are listed in a table with 4 rows. The first row is 'Completed' with the name 'Employee (Cubanells, Benefits)' and date '01/15/2018 10:14:22'. The second row is 'Completed' with the name 'Employee (Cubanells, Benefits)' and date '01/15/2018 11:05:05'. The third row is 'Completed' with the name 'Employee (Cubanells, Benefits)' and date '01/15/2018 11:05:07'. The fourth row is 'Completed' with the name 'Employee (Cubanells, Benefits)' and date '01/15/2018 11:05:07'. The CIS logo and 'cis benefits cubanells.org' are visible in the top right corner.

Status	Name	Date Time	Actions
Completed	Employee (Cubanells, Benefits)	01/15/2018 10:14:22	Actions
Completed	Employee (Cubanells, Benefits)	01/15/2018 11:05:05	Actions
Completed	Employee (Cubanells, Benefits)	01/15/2018 11:05:07	Actions
Completed	Employee (Cubanells, Benefits)	01/15/2018 11:05:07	Actions

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[illegible][illegible]

The screenshot displays the 'cis benefits.cibenefits.org' website interface. At the top, a blue banner contains the text 'Add An Employee'. Below this, the website's header includes the 'cis benefits.cibenefits.org' logo on the left, a 'Welcome' message with the user's name 'John Carter' and email 'John.Carter@cis.com' in the center, and a 'Log Out' link with a user icon on the right. A dark blue navigation bar spans the width of the page, featuring tabs for 'Company', 'Benefits', 'Employees' (which is highlighted with a red arrow), 'Administration', and 'Reports'. Below the navigation bar, the page is divided into several sections. On the left is a sidebar with a list of links: 'Add Employee', 'Search Employees', 'Pending Changes', 'Create Document', 'Search Documents', 'Print Queries', and 'Word Document'. The main content area is titled 'Employees' and contains a table with two columns: 'Employee Information' and 'Employee Address Changes'. The table is currently empty. Below the table, there is a section for 'Activity and Message Center' with links for 'Welcome, John', 'Action Required (1 email)', 'No Items', and 'View, or unread (7 items)'. To the right of this section is a 'Key Contacts' section with links for 'New Hire/Return Carriers', 'Service', and 'Additional Links'. Below these links is a 'Frequent Questions' section with a single link: 'New Hire Customer Service - 1-800-870-0158'. The footer of the page features the 'cis' logo and the text 'cis benefits cibenefits.org'.

[illegible]

# Managing Employee Account



The screenshot displays the 'Employees - View' interface. On the left, a sidebar lists various actions: 'Please select an action', 'Edit Term', 'History', 'Benefit Summary', 'Member Plan Comparison', 'Payroll Summary', 'Cases', 'Documents', 'New Message', and 'US'. The main area shows a table with columns for 'Date of Birth', 'Gender', 'Benefit Status', and 'Active'. The 'History' tab is selected, showing a table with columns for 'Date of Birth', 'Gender', 'Benefit Status', and 'Active'. The UK Benefits Administration logo is visible in the bottom right corner.

[illegible]

Events

Reason for Change

Please select an action

Search Reasons for Change

Select the reason for change that applies and enter the date of the event. The Date of Event must be associated with the [qualifying](#) or date of birth/age of marriage, date of termination. Coverage effective dates and termination dates will automatically be calculated based on the date of event entered. For pending coverage correction/change, enter the effective date of the change.

BASIC INFO

Employer  
Change of Address  
Change of Address

LIFE EVENT

Death of Dependent  
Death of Employee  
Qualified Medical Support Order  
Salary Update

ADMINISTRATION

Basic Info Update  
Decrease in Hours - Loss of Benefit Eligibility  
Employee Group Transfer - No Change in Benefits  
Employment Info Update - No Change in Benefits  
Employment Termination  
Employment Termination Due to Retirement  
Increase in Hours - Gain of Benefit Eligibility  
Leave of Absence End  
Leave of Absence Start

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John Dalen  
Senior Benefits Representative  
[jdalen@cisoregon.org](mailto:jdalen@cisoregon.org)  
503-763-3822

Lori Newsome  
Benefits Representative  
[lnewsome@cisoregon.org](mailto:lnewsome@cisoregon.org)  
503-763-3855



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