



**STATE OF HAWAII**  
**HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**  
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September 7, 2021

**FOR DISTRIBUTION TO EMPLOYEES**

TO: Departmental Human Resource Officers  
County Personnel Officers

FROM: Derek M. Mizuno, Administrator 

SUBJECT: EUTF Enrollment Tips for Employees

From time to time, EUTF will be sharing enrollment tips to assist employers and/or employees.

**New Virtual Appointment Sessions via Microsoft Teams**

EUTF now offers virtual appointments via Microsoft Teams. To schedule a virtual appointment, visit the EUTF website at [eutf.hawaii.gov](http://eutf.hawaii.gov). *On the Home page click on the Appointment Scheduler, select the date, time, and appointment slot, enter your full name, contact number, and email address.* You will immediately be sent a confirmation email and EUTF will send you an email with a Teams link the day of your scheduled appointment. Simply click on the Teams link found in your email to join the session at your scheduled time. Please note: The Teams link will work only at the designated date and time.

**Social Security Number and Supporting Documents Reminder**

Effective August 11, 2021, employees are required to submit a Social Security Number (SSN) for yourself and your dependents. If your dependents do not have an SSN, employees must submit an Individual Tax Identification Number (ITIN). The EUTF will not process any enrollment until the SSN or ITIN is received.

In addition, as a reminder, all required supporting documents (e.g., marriage certificate, birth certificate, full-time student certification, divorce decree, letter from insurance carriers, etc.) must also be submitted with EC-1/EC-1H forms within 45-days of the qualifying life event (180 days for birth). No enrollment will be processed without the required supporting document. If the supporting documents are not submitted timely, EUTF will only enroll those eligible and reject enrollment changes for ineligible dependents. Please DO NOT use staples to secure documents.

**EUTF's New Benefit Administration System**

As a reminder, EUTF will be launching a new Benefits Administration System (BAS) in early 2022. The new BAS will have self-service capabilities for members to review their health benefit enrollment and premiums, make open enrollment and life event changes including uploading of supporting documents. The member self-service capabilities will eliminate the need for employers to certify EC-1/EC-1H forms, cutting down on processing time and notification to the EUTF and insurance carriers. Look for more information later this year.

**EUTF's Mission:** We care for the health and well-being of our beneficiaries by striving to provide quality benefit plans that are affordable, reliable, and meet their changing needs. We provide informed service that is excellent, courteous, and compassionate.

**Change of Address**

County employees and State of Hawaii employees not included in the Executive Branch, HHSC, Legislature, OHA or the University of Hawaii that move or change addresses, must notify the EUTF. Go to the website at [eutf.hawaii.gov](http://eutf.hawaii.gov), select *Forms, Active Employees*, and select the “*Address Change Form for Employees*”. Complete and submit the form to your employer or EUTF designee. You may also contact the EUTF at 808-586-7390 or toll free at 1-800-295-0089 to request that an “*Active Employee Address Change Form*” be mailed to you. **State of Hawaii Executive Branch, HHSC, Legislative and OHA employees must update their mailing/home address using the Hawaii Information Portal (HiPay). University of Hawaii employees must contact their employer to update their address.**

**All employees must contact their employer to update their name, date of birth or Social Security Number.**

**EUTF Pre-Retirement Health Benefits Workshops**

Attend a Pre-Retirement Health Benefits Webinar and learn about how to apply for EUTF retiree health insurance benefits. It’s never too early to start planning for your future. Whether you plan to retire in a few months or a few years from now, join us for a 60-minute presentation to learn about applying for your EUTF retiree health insurance benefits. Topics covered will include:

- Dependent eligibility
- Health plan options
- Medicare
- Differences between active employee and retiree plan
- Completing the EC-2 enrollment form
- Premiums and contributions
- Making changes to your plans

| Date       | Time                               |
|------------|------------------------------------|
| 9/16/2021  | 10:00 – 11:00am, 11:30am – 12:30pm |
| 10/4/2021  |                                    |
| 10/11/2021 |                                    |
| 11/1/2021  |                                    |
| 11/15/2021 |                                    |
| 12/6/2021  |                                    |
| 12/13/2021 |                                    |

To access the webinar, go to [eutf.hawaii.gov](http://eutf.hawaii.gov) on the day of the event and select “Learning Center” in the menu bar. Click the “Webinar” button and select the desired webinar. Registration is not required.