

## **PEEHIP OPEN ENROLLMENT**

The deadline for accepting hard copies of enrollment forms is August 31. After August 31, you must make changes through the new online system. The deadline for making changes online is September 9. Below are the instructions for making changes through the online system.

[www.rsa-al.gov](http://www.rsa-al.gov)

- Select **MEMBERS** (on the left side of the RSA home page)
- Select **Public Education Employees' Health Insurance Plan (PEEHIP)**
- Select **NEW EMPLOYEES** (on left of screen under PEEHIP)
- Select **MEMBER ONLINE SERVICES (under When To Enroll)**
- Complete the registration process by creating a Member ID and Password, selecting a secret question, and providing an answer to the question.
- Select **PEEHIP SERVICES** tab or **ENROLL OR CHANGE PEEHIP COVERAGE**
- When the Member Services Account Information page is presented, verify the information and make necessary changes to your address, phone number, and/or correct any other information. You must enter your email address and select **SUBMIT**.
- If all changes are accepted, a **MEMBER SERVICES CONFIRMATION** page will be displayed.
- You may now proceed with the Enrollment process. If you need to make open enrollment changes for an effective date of October 1 of each year, you should select the **PEEHIP SERVICES** tab and click on **ENROLL OR CHANGE PEEHIP COVERAGES**.