

PEEHIP NEW MEMBER ENROLLMENT

Information Needed to Enroll Online

1. Your Personal Identification (PID) Number. *You will need your PID to create a User ID and Password. You can request a PID letter online or contact Sheffield City Schools Payroll Department at (256) 383-0400 ext. 206/ smangino@scs.k12.al.us.*
2. Last five digits of your SSN
3. Email address
4. SSN and dates of birth for each dependent being enrolled in coverage
5. Additional health insurance information under which you and your dependents are covered
6. Credit card, debit card, or e-check to make first premium payment at the time of enrollment

Registering as a First Time User

From the RSA Home Page at www.rsa-al.gov, members can click **Member Log In** located at the top left of the web page.

- Members can click **Need to Register** or login with your User ID and Password.
 - If you do not remember your User ID and/or Password, you can re-register by clicking **Forgot User ID or Password**.
 - The RSA mails new members their Personal Identification Number (PID).
 - If you do not have your PID, you can request a PID letter through MOS, and one will be mailed to you.
 - Click **Need a PID?**
 - Your PID will also be located on all personal correspondence sent to you by PEEHIP.

You must receive a confirmation page verifying your enrollment or change was successfully submitted. Your coverage will not be effective until your initial premium payment is made.

Enroll or Change PEEHIP Coverages

From the **PEEHIP Services** tab, select one of the following:

- Click **Enroll or Change PEEHIP Coverages** to enroll in a hospital medical plan, Optional Coverage Plans (dental, vision, cancer, indemnity), or FSA as:
 - Click **New Enrollment** (*available for 30 days from date of hire*). Follow the on-screen prompts until you receive your confirmation page.

Additional Information

- The new enrollment option is only available to new enrollees:
 - 1) employees hired for the first time; or
 - 2) rehired/re-employed with a prior break in PEEHIP Coverage
- The new enrollment option is only available for 30 days from date of hire.
- More information about PEEHIP and New Member Enrollment can be found [HERE](#).