

Enrollment Instructions

Information You'll Need for Enrollment

Be sure to have the following information available when you enroll. Rest assured, all of the information you provide will be kept confidential and used for benefit enrollment purposes only.

- **Dependent Information:** Full Name, Date of Birth, Social Security Number

Two Ways to Enroll



OPTION 1: By Phone with a Benefits Counselor

Call the enrollment center to speak with a Benefits Counselor who will explain your options, answer questions, help with benefit decisions, and take your elections over the phone. Please use the phone number and preferred call-in schedule below, although you may call at any time that is convenient for you, during Enrollment Center hours.

Monday - Friday, 7 a.m. - 4 p.m. M.T. | Enrollment Center: 1-855-874-0121

Enrollment Center Schedule	
If your last name begins with:	Your call-in dates are:
A to H	Wed. 10/18, Thu. 10/19, Fri. 10/20, Mon. 10/23
I to R	Tue. 10/24, Wed. 10/25, Thu. 10/26, Fri. 10/27
S to Z	Mon. 10/30, Tue. 10/31, Wed. 11/1, Thu. 11/2, Fri. 11/3



Scan here to be taken directly to the enrollment platform.



OPTION 2: Online without counselor guidance at www.benefitsgo.com/bouldercounty

This site is available 24/7 during the enrollment period. Follow the instructions below.

How to Enroll

STEP 1. Select "Get Started." This will start your benefit enrollment session.

STEP 2. Once in the system you will need to confirm the following information:

- Verify dependent information, if applicable
- Only select beneficiaries if you're enrolling in a new benefit

STEP 3. Learn about your current benefits as you navigate through the enrollment pages and make your enrollment selections.

STEP 4. Once you have reviewed all plans and made selections, continue through the enrollment until you see the confirmation number.

Your enrollment is NOT complete until you see the confirmation number.

If any of your personal information is incorrect, please visit BC Time to make those edits. From the Employee Self-Service page > Personal Information > make edits as needed.

NEW! The enrollment site now uses Single Sign On (SSO). If you are already logged into a county computer, the link should connect you automatically. If you are on a non-county computer, follow the instructions below:

Username: Your full county email address (.org and .gov addresses both work)

Password: The password that you use to log into your county computer

For assistance, call 1-855-874-0121.