



# Welcome!

Congratulations and Welcome to the County of San Mateo!

Below are instructions to assist you in selecting your County of San Mateo benefits. Before you begin the benefits enrollment process please review the County of San Mateo Benefit Guide at [www.co.sanmateo.ca.us/hr/benefits](http://www.co.sanmateo.ca.us/hr/benefits).

**Your New Hire Enrollment period will begin approximately four days after your start date. You will then have two weeks to complete your enrollment.**

**Please visit [www.mybenesyst.net](http://www.mybenesyst.net) to begin the enrollment process.** Instructions on creating your account are provided on the back of this form.

Once you log on, your first step is to update your marital status if you are married or have a domestic partner. By default all employees have been set to single. You will not be able to add a spouse or domestic partner onto your County benefit plans unless you change your marital status on the first screen.

Enrollment will require you to enter all applicable dependent and beneficiary information even if you decide to waive coverage. You will not be able to make changes to your benefits once your enrollment period has closed, unless you have a qualifying life event.

### **What happens if you do NOT enroll?**

If you do not go online to [www.mybenesyst.net](http://www.mybenesyst.net) and enroll in your County benefits, you will automatically be defaulted to the following coverage.

- You will have **waived** Medical coverage for the year
- You will have **waived** Flexible Spending Account elections
- DeltaCare HMO Dental – Employee Only
- VSP Vision – Employee Only
- Basic Life Insurance
- AD&D Insurance
- Employee Assistance Program (EAP)

Have questions or run into a problem while enrolling? We're here to help. You can contact Benesyst customer service directly by calling (877) 271-1342 or emailing them at [benesmart@benesyst.net](mailto:benesmart@benesyst.net). You can also call the County Benefits Office at (650) 363-1919 or email us at [benefits@co.sanmateo.ca.us](mailto:benefits@co.sanmateo.ca.us).

Best Regards,  
The Benefits team

**Questions?** Contact Employee Benefits: 650-363-1919 or [benefits@co.sanmateo.ca.us](mailto:benefits@co.sanmateo.ca.us)