



[DATE]

[NAME]

[ADDRESS]

[ADDRESS]

ATTENTION: HEALTH BENEFITS ENROLLMENT OPPORTUNITY — DEADLINE APPLIES

You are receiving this mailing because you are eligible to enroll in or change your enrollment in the USPS Health Benefits (USPSHB) Plan during the upcoming Special Enrollment Period for City Carrier Assistants (CCAs).

There is a deadline to make this decision — you can enroll or change enrollment during the Special Enrollment Period from September 4, 2017 – October 19, 2017, 11:59 PM Eastern Time. Your coverage will be effective on October 28, 2017. If you do not enroll or change enrollment during this Special Enrollment Period, your next opportunity is Open Season, which is November 13, 2017 – December 11, 2017. Elections made during Open Season take effect January 6, 2018. You may also enroll or change your enrollment if you have a qualifying life event (for example, marriage or birth of a child).

Per Pay Period Premium Contributions for USPSHB Plan

First CCA Appointment

	Total Premium	What USPS Pays	What YOU Pay
Self Only	\$165.00	\$125.00	\$40.00
Self Plus One	\$330.00	\$214.50	\$115.50
Self and Family	\$495.00	\$321.75	\$173.25

All Subsequent CCA Appointments*

	Total Premium	What USPS Pays	What YOU Pay
Self Only	\$165.00	\$125.00	\$40.00
Self Plus One	\$330.00	\$247.50	\$82.50
Self and Family	\$495.00	\$371.25	\$123.75

*After initial appointment of a 360-day term and upon reappointment to another 360-day term

How to Enroll

During the Special Enrollment Period, you may use *PostalEASE* employee self-service to enroll in the USPSHB Plan or change your enrollment September 4, 2017 – October 19, 2017, 11:59 PM Eastern Time. Your coverage will be effective on October 28, 2017.

Before enrolling, you should read the *Guide to USPS Health Benefits Plan* on LiteBlue at <https://liteblue.usps.gov/uspsahbp>. On the website you will find important rules, premium rates for the plan, and the *PostalEASE* Worksheet, which should be completed prior to entering your election in *PostalEASE* so that you have all of the required information ready to enter.

Once you have decided to enroll, access *PostalEASE* via the web at <https://liteblue.usps.gov>, an Employee Self-Service Kiosk (available at some facilities), or by calling the Employee Service Line at 1-877-477-3273, option 1; TTY 866-260-7507. We strongly recommend that if

you are enrolling in Self Plus One or Self and Family that you use the web version of *PostalEASE*, and not the phone. Use your USPS Employee ID number (EIN) found at the top of your earnings statement and USPS Self-Service password to access LiteBlue and *PostalEASE* via the web. Use your USPS EIN and current 4-digit USPS PIN to conduct self-service telephone transactions on the telephone using IVR. If you don't know your USPS Self-Service Password, you can reset your USPS Self-Service Password (and USPS PIN) using the Self-Service Profile (SSP) Application at www.ssp.usps.gov or via links provided on the LiteBlue and Blue logon pages.

The quickest way for your election to be processed is for you to use *PostalEASE*. However, if you are unable to use *PostalEASE*, you may also complete the *PostalEASE* Worksheet (available on LiteBlue) and mail it to the HR Shared Service Center at:

HRSSC
Compensation/Benefits
PO Box 970400
Greensboro NC 27497-0400

Further Information Available at LiteBlue

Plan information for the USPS Health Benefits Plan is available on LiteBlue at <https://liteblue.usps.gov/USPSHBP>. Before you decide to enroll read the *Summary of Benefits and Coverage*, which provides a helpful overview of what the USPS Health Benefits Plan covers and your share of health care costs.

If you have questions relating to your benefits, please contact the HRSSC at 1-877-477-3273, option 5; TTY 1-866-260-7507.