

# LifeView HR Kiosk List of Locations



All open enrollment **changes** for health, dental, vision, and re-enrollment in the flexible spending plan must be made in LifeView HR. If a desktop computer is not readily accessible to you, the locations listed below can be used by any City employee to review open enrollment options and make

changes, or you can see your department PPA for additional Kiosk options. If you have no benefits changes and do not want to enroll in a flexible spending plan (health or dependent care) for 2017, **NO ACTION IN LIFEVIEW HR IS REQUIRED ON YOUR PART.**

## Parks, Recreation and Marine Kiosk Locations

<p><b>PRM Administration</b> 2760 N. Studebaker Rd. Safety Office</p> <p><b>Hours: M-F; 8am - 5pm</b></p>	<p><b>Beach Maintenance</b> 4320 Olympic Plaza Drive Breakroom/Conference Room</p> <p><b>Hours: M-F; 7:30 am - 4pm</b></p>
<p><b>Houghton Park Community Center</b> 6301 Myrtle Ave. Computer Training Lab</p> <p><b>Hours: M-F; 9am - 6pm</b></p>	<p><b>Long Beach Senior Center</b> 1150 E. 4th Street First Floor, Room 100</p> <p><b>Hours: M-F; 8am - 4:30pm; Sat 10am - 4pm</b></p>
<p><b>Silverado Park Community Center</b> 1545 W. 31st St. Recreation Assistant Office</p> <p><b>Hours: M-F; 9am - 6pm</b></p>	<p><b>Maintenance Operations (Tree Farm)</b> 7600 E. Spring Street Maintenance Operations Building #C</p> <p><b>Hours: M-Thur; 7am - 5pm; Fri; 7am - 4pm</b></p>

**Open Enrollment Period: October 10-21, 2016**

See LifeView HR instructions on the back of this sheet



# LifeView Open Enrollment Page + Instructions

Access LifeView at:  
[http://clblvhrprod/  
TesseractWebServicesWeb/](http://clblvhrprod/TesseractWebServicesWeb/)

- Your User Name is your SSN
- Log on with the LifeView password you created
- If you have never logged on, your default password is: LVHR (password is case-sensitive)
- Once logged in, go to the "open enrollment" - it is the first tab at the top of the page
- Access the 2017 Benefits Overview booklet(s) on the screen's right side
- Review your current enrollment(s), and make your 2017 changes
- ***If you have no changes to your current health, dental and vision enrollment, you are not required to update LifeView HR***
- ***If you want to enroll in the FSA plan(s) for 2017, you must type in your annual election amount***
- To confirm your selections, you must click the "Electronic Signature" box and click "Submit." It's that simple!
- Please confirm your e-mail address or update/add an e-mail address if you wish to receive e-mailed confirmations of your changes
- You can make as many changes as you like until open enrollment ends on October 21, 2016, at 5pm

CITY OF  
**LONG BEACH**

MyLife Events

## Welcome to LifeViewHR

START PROFILE OPEN ENROLLMENT DEPENDENTS HOME ADDRESS PAY STUBS PAY STUB CONTROL DEFERRED COMPENSATION

### Benefits Open Enrollment

Open Enrollment begins **Monday, October 10, 2016** and ends on **Friday, October 21, 2016**.

Please review your benefit elections. **You are only required to complete this page if you are making changes to your health, dental or vision plan enrollment; and/or you plan to participate in the flexible spending account (FSA) plan for 2017.**

Please make your selections below, then check the "Electronic Signature" box and click "SUBMIT". You can make changes until open enrollment closes on October 21, 2016. Refer to the informational links on the right for assistance.

Your selections were updated on [REDACTED]

Confirmations will be sent to the following work email address:  
[REDACTED]

If you would prefer confirmations to be sent to a personal email account instead, click on the "Home Address" tab at the top of this page and enter your personal email address.

#### BENEFIT PLANS

**Current Medical Plan:** Anthem Blue Cross PPO  
**New Selection:**  HMO  PPO  Waive coverage

**Current Dental Plan:** Delta Dental PPO  
**New Selection:**  HMO  PPO  Waive coverage

**Current Vision Plan:** MES Vision  
**New Selection:**  VSP  Waive coverage

#### FLEXIBLE SPENDING ACCOUNT (FSA) PLANS

To participate for 2017, you must enroll by entering an **ANNUAL AMOUNT** for your plan(s) of choice below. The annual plan minimum is **\$100**. Maximum annual plan limit is **\$5000** for Dependent Care, and **\$2550** for Health Care.

**Dependent Care:** (eligible expenses for child care or elder care) \$[REDACTED]  
**Health Care:** (eligible health care related expense) \$[REDACTED]

#### VOLUNTARY LIFE INSURANCE

[Click here](#) to access The Standard Life Insurance portal to review/update your beneficiaries, and voluntary life insurance coverage options.

#### LONG TERM CARE INSURANCE

[Click here](#) to access the UNUM website to review features of the LTC program, enroll in the Plan, or modify your existing benefit level.

#### DEPENDENTS

Review the "Dependents" tab at the top of this page to confirm that your eligible family members are listed or [click here](#) and download the required form needed to add or delete dependents. Contact your department PPA for further assistance.

#### ELECTRONIC SIGNATURE

I agree to allow the City of Long Beach to use this self-service LifeView submission as certification of my electronic signature in lieu of my handwritten signature for the purpose of processing the requested benefits open enrollment changes.

Changes will be effective January 1, 2017. Payroll deductions for 2017 will start with the first paycheck in December 2016.

- 2017 Active Employees Overview
- 2017 Non-Permanent Part-time Employees Overview
- 2017 LifeViewHR Instructions and Kiosks

## Open Enrollment Period: October 10-21, 2016

Your 2017 health, dental, vision and flexible spending options must be made in LifeView HR Open Enrollment Portal: <http://www.longbeach.gov/hr/city-employees/employee-benefits/>  
No access to a City-issued desktop computer? Flip over to see a list of kiosks.

