

# HIGH OPTION PLAN

## How to Join

Anyone eligible for FEHB benefits may enroll in one of many of the participating health plans, change their current health plan, or cancel their enrollment in a FEHB plan during the annual Open Season. This includes active and retired postal and federal employees, annuitants, survivor annuitants, Indian tribes, tribal organizations, and urban Indian organizations. Certain Qualifying Life Events (QLE) also allow anyone eligible to make changes to their FEHB enrollment outside of Open Season.

**Current Active Letter Carriers** have 4 ways to enroll in the NALC Health Benefit Plan

- Use your home computer, tablet or smart phone. Go to <https://liteblue.usps.gov>. Make sure you have your 8-digit employee ID number (It's printed on your earnings statement just above the words employee ID.) and your USPS PIN number (it's the same one you use to access PostalEASE).
- The Blue Page (Intranet) at work.
- Employee Self-Service Kiosks located at some USPS facilities.
- PostalEASE by telephone - call 877-4PS-EASE (877-477-3273) and enter Option 1.

### Instructions:

When enrolling by internet, intranet, or Employee Self-Service Kiosk, simply follow the instructions on the screen. If you prefer to enroll or make changes by phone, call PostalEASE toll-free at 877-4PS-EASE (877-477-3273) and choose option 1. TTY users can call 866-260-7507.

- Have your PostalEASE worksheet completed before you call.
- When prompted, select Federal Employees Health Benefits.
- Follow the prompts to enter your Employee ID, USPS Personal Identification Number (PIN), and the information you entered on your worksheet. This information will be required:
  - Daytime telephone number.
  - Name of the health insurance plan in which you want to enroll.
  - Health plan code numbers.
    - 321 - Self Only High Option Plan.
    - 322 - Self and Family High Option Plan.
    - 323 - Self Plus One High Option Plan.
    - 324 - Self Only NALC Consumer Driven Health Plan.
    - 325 - Self and Family NALC Consumer Driven Health Plan.
    - 326 - Self Plus One Consumer Driven Health Plan.
    - KM1 - Self Only NALC Value Option Health Plan.
    - KM2 - Self and Family NALC Value Option Health Plan.
    - KM3 - Self Plus One Value Option Health Plan.
  - Names, addresses, dates of birth, and Social Security numbers for all eligible family members covered under your enrollment.
  - Name, policy number, and effective date on any other group health insurance in which you or eligible family members are enrolled; including Medicare and Tricare.
  - If you are changing plans or canceling coverage, enter the code of your current health plan.
- After completing your entries, it is always a good idea to write down and save the confirmation number you receive for PostalEASE, the date your enrollment will be processed, and the date your paycheck will reflect the enrollment. Keep this information for your records.

**Annuitants and Retirees** can enroll by calling Employee Express at 800-332-9798, by going to OPM's Open Season website at [retireefehb.opm.gov](http://retireefehb.opm.gov) if you are a retiree or by submitting a Standard 2809 to your Retirement office. You can get additional information at <http://www.opm.gov/healthcare-insurance/healthcare/plan-information/enroll/#annuitants>.

If you submit your change by mail, the address is:

**Office of Personnel Management  
Open Season Processing Center  
P.O. Box 5000  
Lawrence, KS 66046-0500**

Annuitants or retirees eligible for benefits in the FEHB program should call the Retirement Information Center at 888-767-6738 (TTY: 800-878-5707) for instructions on enrolling. Annuitants in the Washington, D.C. local calling area should call 202-606-0500 (TTY: 202-606-0551).

**Active Federal Employees of agencies that participate in Employee Express** may enroll during the Open Season by going to the website [www.employeeexpress.gov](http://www.employeeexpress.gov) or by calling 478-757-3030. Employees of nonparticipating agencies should contact their employing office for enrollment instructions.