

# Workterra Employee User Guide

## Open Enrollment Initial Log In

Website: <https://www.workterra.net>

Enter User Name:  
First 6 letters of your last name followed by the first letter of your first name and your entire birthdate. Example: Jack Johnson 07/01/1965  
User Name: JOHNSOJ07011965 (note: case sensitive must be upper case)

Password is first 6 letters of your last name followed by employee ID number.

Enter Company Name: **City of Redding**

Click Login or enter on your keyboard

### Login

\* User ID:

\* Password:

Company Name:

\* Language: English (en-us)

[Forgot Password?](#)

Field(s) marked with \* are mandatory.

## Employee Usage Agreement

Please review and accept to proceed.

Read the Employee Usage Agreement and click Continue at the bottom of the page

## Legal Agreement

Read the Legal Agreement and click Continue at the bottom of the page

Read the Open Enrollment Welcome text and select Continue at the bottom of the page.

Welcome to Open Enrollment for 2011!

We are pleased to announce Workterra, the City of Redding's Employee Self-Service on-line enrollment tool for our employees. Using the Employee Quick Reference Guide, this is the platform for making changes in your health insurance. If you are not making any changes, just check the information presented in Workterra and make corrections, if necessary.

Under your medical plan election, please click "View Benefit Description" to see important benefit notices.

PLEASE NOTE: Young adults whose coverage ended, or who were denied coverage (or were not eligible for

Select a Secret question & answer, enter & confirm your new password. Click Save & Continue.

## Change Password

Field(s) marked with \* are mandatory.

### PASSWORD RULES :

- Password must contain at least one letter
- Password must contain at least one numeric digit
- Password must be MINIMUM of 6 characters

User ID PersonT7774

* Secret question	<input type="text" value="--Select Secret Question--"/>
* Secret answer	<input type="text"/>
* New password	<input type="text"/>
* Confirm password	<input type="text"/>

Save & Continue

Reset

Back

Confirm your information on the Demographics page and click Save & Continue.

**NOTE: This is where you will update your information and enter your current California Drivers License Information.**

## Demographics

If you need to add a spouse click Add. If you do not have a spouse click continue and proceed to step 9. To review existing demographic information, click on spouse's name.

## Spouse

Add Back Continue

Enter spouse information and click Save & Continue at the bottom of the screen.

* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
* Relationship	---Select Relationship --- <input type="button" value="v"/>
Social Security No.	<input type="text"/> (nine digits - no dashes or spaces)
* Gender	--- Select Gender --- <input type="button" value="v"/>
* Date of Birth	<input type="text"/> (in format, mm/dd/yyyy)
Date of Marriage	<input type="text"/> (in format, mm/dd/yyyy)

If you need to add a child(ren), including your young Adult Dependents, click Add. If you do not have a child, click Continue and proceed to step 11. To review existing child demographic information, click on child's name.

## Child

Add Back Continue

Enter your child's information and click Save & Continue

* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text"/>
Title	--- Select Title --- <input type="button" value="v"/>
Social Security No.	<input type="text"/> (nine digits)
* Gender	--- Select Gender --- <input type="button" value="v"/>
* Date of Birth	<input type="text"/> (in format, mm/dd/yyyy)

**Note: If your young-adult dependent was aged off the plan or ineligible because of student status rules, this has all changed as of January 1, 2011. Young adult dependents up to age 26 can be added back into the plan.**

Enter your emergency contact information and click Save & Continue.

### Emergency Contact

Primary First Name

Primary Last Name

Primary Street Address 1

Primary Street Address 2

Primary City

Primary Country

Primary State

Primary Postal Code

Primary Work Phone

Primary Home Phone

**Health Plans: For the Medical, Dental and Vision** choose plan that you want by clicking the radio button next to the plan name; select the dependents you want to cover by clicking the box next to their name. If you do not wish to enroll in the benefit, click the waive box and reason from the dropdown menu. Click Save & Continue. **Note: Active employees cannot waive benefit coverage.** You can learn about the benefit and compare plans by using the tools on the left side of the page.

## Enroll Now - Medical

The screenshot shows a web interface for enrolling in medical benefits. On the left is a sidebar with a help icon and links: 'Need help deciding which plan to choose?', 'Learn about your Medical benefits', 'Plan Comparison Tool', 'Tools & calculators', and 'Forms Library'. The main content area is titled 'Benefit Type - Medical' and is divided into two columns: 'Available Benefits' and 'Coverage'. Under 'Available Benefits', there are three radio button options: 'BlueCross PPO' (with a 'Pre-tax' dropdown), 'BlueCross HMO' (with a 'Pre-tax' dropdown and a 'Primary Care Clinic' link), and 'Kaiser' (with a 'Post-tax' dropdown). Each plan has a link to view its description. Under 'Coverage', there are checkboxes for 'Person Test [Employee]', 'Person Spouse [Spouse]', and 'Person Baby [Natural child]' for each of the three plans. At the bottom, there is a 'Waive Enrollment' checkbox and a dropdown menu labeled '-- Select Waiver --'. Two buttons, 'Save & Continue' and 'Back', are at the bottom of the form. Arrows from the text above point to the help icon, the 'Available Benefits' header, the 'Coverage' header, the Kaiser radio button, the 'Waive Enrollment' checkbox, and the 'Save & Continue' button.

Confirm that all the data on your confirmation statement is correct.

### Confirmation Statement

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If you need to make a change, click the back button.

Once you have confirmed all data print a copy for your records by clicking the print button.



**To complete your enrollment, you must click Finish.**

**Enrollment Complete**