



**Office of Human Resources
Health and Well-Being Division**

Health Insurance Benefits at Retirement Registration Instructions

There are 3 Retirement classes that an **ERS (Pension)** plan employee must attend in order to retire from the County, and there are 2 Retirement classes that an **RSP, GRIP** or **MD State** plan employee must attend in order to retire from the County. These classes are offered monthly.

ERS (3) - Retirement Plan Codes A, E, F, G, H, J

1. ERS Retirement Planning for Retirement Class - Groups A, E, F, G, H, J
2. Health Insurance Planning for Retirement Class
3. Enrolling in Health Insurance Benefits at Retirement Class**

RSP, GRIP, MD State (2) - Retirement Plan Codes RN, RM, RC, RP, CN, CM, T

1. Health Insurance Planning for Retirement Class
2. Enrolling in Health Insurance Benefits at Retirement Class**

****NOTE:** A health insurance packet will be mailed to your home address prior to the class date.

SPACE IS LIMITED! YOU MUST REGISTER TO ATTEND A CLASS!

To register via the ePortal: <https://ex01.montgomerycountymd.gov>

1. Select **Employee Self Service (ESS)**.
2. Select **Go to Employee Self Service**.
3. Select **MCG HR Employee Self-Service**.
4. Scroll down to **Learner Access: Learning** and click on **Learner Home**.
5. In the Search bar enter "**Health Insurance**".
6. Locate the desired class, then Click the icon (yellow envelope) below the **Enroll** field.
7. Review the enrollment details, then click the "**Apply**" button.

Class Location: Virtual, MS Teams **Class Time:** 11:00am to 1:00pm

To Attend: Click the purple "**Join**" link sent to your Outlook calendar to join the meeting. Or, you may dial the phone number in your calendar invite to join the meeting. If you need assistance with downloading Microsoft Teams on your cell phone, mobile device, or computer, please contact the Help Desk at (240) 777-2828.

If you need assistance with the registration process, please contact the OHR Training Team at (240) 777-5116.



2024 Health Insurance Planning for Retirement and Enrolling in Health Insurance Benefits at Retirement Monthly Class Schedule

Health Insurance Planning for Retirement Class - This class provides information on group health and life insurance election options at retirement. Topics covered include: Retiree Term Life Insurance, Cost Sharing Arrangements, Survivor Benefits, Social Security and Medicare. **You may bring a guest.**

2024 Health Insurance Planning for Retirement Class Dates

Jan. 17 th	May. 15 th	Sep. 18 th
Feb. 21 st	Jun. 19 th	Oct. 16 th
Mar. 20 th	Jul. 17 th	Nov. 20 th
Apr. 17 th	Aug. 21 st	Dec. 18 th

Enrolling in Health Insurance Benefits at Retirement Class – In this class you will complete all required group health insurance forms to elect insurance coverage for you and any eligible dependents at retirement. This class is required for all employees who are ready to retire on the date that coincides with the class date.

Required Documents - A legible photocopy of your birth certificate or U.S. Passport, your State issued marriage certificate, as well as a birth certificate for each eligible dependent child.

2024 Enrolling in Health Insurance Benefits at Retirement Class

(Prerequisite: Health Insurance Planning for Retirement Class)

If Your Retirement Date Is...	Your Class Date Is...
January 1, 2024	November 1, 2023
February 1, 2024	December 6, 2023
March 1, 2024	January 3, 2024
April 1, 2024	February 7, 2024
May 1, 2024	March 6, 2024
June 1, 2024	April 3, 2024
July 1, 2024	May 1, 2024
August 1, 2024	June 5, 2024
September 1, 2024	July 3, 2024
October 1, 2024	August 7, 2024
November 1, 2024	September 4, 2024
December 1, 2024	October 2, 2024
January 1, 2025	November 6, 2024
February 1, 2025	December 4, 2024