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 emailed to your work 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 OLM.Admin@montgomerycountymd.gov.

2025 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.**

2025 Health Insurance Planning for Retirement Class Dates

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

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.

2025 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, 2025	November 6, 2024
February 1, 2025	December 4, 2024
March 1, 2025	January 2, 2025
April 1, 2025	February 5, 2025
May 1, 2025	March 5, 2025
June 1, 2025	April 2, 2025
July 1, 2025	May 7, 2025
August 1, 2025	June 4, 2025
September 1, 2025	July 2, 2025
October 1, 2025	August 6, 2025
November 1, 2025	September 3, 2025
December 1, 2025	October 1, 2025
January 1, 2026	November 5, 2025
February 1, 2026	December 3, 2025