

**TO:** Plan Participant, Church Treasurer, or Benefits Administrator  
**FROM:** PCA RBI Office  
**SUBJECT:** PCA Group Insurance – Dental and Vision  
**DATE:** September 2021

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Take a moment today to review the announcements and notes in this memo. Please share this memo with the person in your organization who is most likely to handle benefits and insurance information.

### **Dental and Vision plans are available through PCA RBI**

- PCA Dental and Vision insurance is available for your full-time church employees (working 30 or more hours per week).
- **Ameritas** is our carrier for the **Vision** plan and **MetLife** is our **Dental** plan provider.
  - Note that Ameritas uses *EyeMed* as their provider network for the vision plan.
- Visit our website to view details for these products: <https://pcarbi.org/insurance/>. Select the **Dental** or **Vision** Insurance info under the heading: *Learn More about our Insurance Products*.

### **How do we add Dental and/or Vision insurance for our church staff?**

1. **Update your Group Insurance Adoption Agreement** by completing and submitting a new Insurance Adoption Agreement (IAA). Mark the form with the insurance products your organization will offer the full-time employees.
2. **Complete Benefit Plan Enrollment Form** which provides us with the information needed to set up an account in SmartBen (our on-line benefits administrator).
3. **Request a secure email link and Submit the Completed Forms** to [enrollment@pcarbi.org](mailto:enrollment@pcarbi.org). Upon receipt of your IAA and Enrollment Request forms, RBI staff will 1) process the forms and 2) email your employees with SmartBen enrollment instructions.

Call our office today with questions you may have about the information in this memo. You may also send your question by email to [insurance@pcarbi.org](mailto:insurance@pcarbi.org).

## KEEP FOR FUTURE REFERENCE

Mailing Addresses with Optional FAX and Email Information		
<u>Insurance Payments ONLY</u>	<i>Insurance Correspondence</i>	<u>Retirement Plan Contributions</u>
Make check payable to: <b>PCA Group Insurance</b> <u>On-line payments are our preference.</u> Please call RBI for details.	Notes, employment, and/or coverage changes, completed forms, salary updates, etc. should be sent directly to our office:	Make check payable to: <b>PCA Retirement Plan</b> On-line retirement plan contributions are now accepted. <i>Please call our office for details.</i>
<i>Mail payment and voucher to:</i> <b>PCA Group Insurance</b> <b>PO Box 896529</b> <b>Charlotte, NC 28289-6529</b> <u>This lockbox is ONLY for insurance payments.</u> <i>No correspondence please.</i>	<b>PCA Retirement &amp; Benefits</b> <b>1700 N Brown Rd Ste 106</b> <b>Lawrenceville, GA 30043</b> FAX: 678-825-1261 Email: <a href="mailto:benefits@pcarbi.org">benefits@pcarbi.org</a>	<i>Mail payment with matching remittance form to:</i> <b>NWPS - PCA Service Center</b> <b>4025 Delridge Way, Suite 250</b> <b>Seattle, WA 98106</b>
<b>How to let RBI know of Staff Employment and Benefit Changes:</b>		
<ol style="list-style-type: none"> <li>Make a copy of the current invoice page listing the employee's name and coverage.</li> <li>Add a note under the employee's name with the <i>effective date of the change (MM/DD/YY)</i> and include a short informational <i>description or explanation</i> for this change and the termination of benefits. Some examples are: Part-time as of this date, Retired, Resigned Call, Terminated, End of Call, etc.</li> <li>Email, FAX, or mail this page to our office for processing. Our email address, FAX number, and mailing address are listed above. <i>Please do not send employment changes or notes to the lockbox with your monthly payment.</i></li> </ol> <p><i>PCA monthly coverage is terminated as of the last day of the last month the employee worked.</i></p> <p>RBI will process the employment change as well as premium credits for the month the employee was on your invoice beyond the last date worked. Premium credits will be reflected on your next monthly invoice.</p>		
www.pcarbi.org	800-789-8765	FAX: 678-825-1261
<b>Insurance Plan questions including:</b> Enrollment Eligibility, Forms, Insurance Products, Employment Changes, SmartBen, Insurance Invoice or Payments	Bonnie Nowak x1284    Sandie Robertson x1184	
<b>Financial Planning Advisors:</b> Schedule a phone call appointment to discuss: <ul style="list-style-type: none"> <li>appropriate benefit structure and insurance benefits</li> <li>planning for retirement</li> <li>specific questions about RBI investments</li> <li>Call Package Guideline content</li> <li>structure of a TE's compensation package</li> </ul>	Peggy Henry x1198	
<b>Retirement Plan questions including:</b> Enrollment Eligibility, Forms, Contributions, Withdrawals	Myra Davis x1282    Tom Bryant x1192	
<b>Ministerial Relief</b> <ul style="list-style-type: none"> <li>Offering</li> <li>Applications</li> <li>On-line Donations</li> </ul>	Chris Zurbach x1272    Jon Medlock x1270	
<b>Employee Access to SmartBen</b>		
<p>All employees <i>currently enrolled</i> in PCA insurance plans may log into SmartBen by entering their <b>UserName</b> (nine-digit Social Security Number with no dashes, e.g., 111-11-1111 would be entered as 111111111) and <b>Password</b> (six-digit date of birth in the format of MMDDYY with no dashes or slashes; so, January 7, 1980 would be entered 010780). After the initial login, employees will be asked to change their password to a new password.</p> <p>You may reach SmartBen by (1) visiting the RBI website (www.pcarbi.org) and selecting "login" or (2) going directly to SmartBen (https://pca.smartben.net) to login. In SmartBen you may review and print your <b>current benefit enrollments</b>: from My Benefits, select <i>View Enrollment Confirmation</i>. The <b>plan certificates</b> (plan details) for your current benefits are available by selecting Plans from the selections available along the top of the Welcome page.</p>		