

Instructions for GAs to Enroll in University Health Benefits through POMCO and Waive the Aetna Student Insurance Plan

Graduate Assistants are not required to enroll in a POMCO plan, but must meet the University's [requirement](#) to carry U.S. based, ACA-compliant coverage including emergency and non-emergency services in the Syracuse area. You can waive the Aetna Student Insurance plan with proof of [qualifying alternate coverage](#). If you have decided to select a POMCO plan, please follow these instructions.

Before You Enroll:

1. Log into [MySlice](#) and review your contact information. University mailings, including benefits ID cards, will be mailed to the "permanent" address on file. Make updates as needed to ensure you receive mail.
2. Review plan descriptions at hr.syr.edu/medical and hr.syr.edu/dental.

To Enroll in University Health Benefits through POMCO (deadline to enroll is 9/15/2017)

1. Log into [MySlice](#)
2. Under "**Employee Services**," select "**Enroll in Benefits**"*
3. Select the coverage you want and click "**Submit**."
4. Review your confirmation statement, which will be emailed to you immediately. If you have questions or need assistance, call HR Service Center at 315.443.4042 or email hrservice@syr.edu.
5. Review your POMCO member ID card (information on how to get your ID card is on the next page).
6. Coverage is effective as of 8/16/2017, or the first day of your appointment, if different.

To Waive the Aetna Student Insurance Plan (deadline to waive is 9/18/2017)

1. Locate your POMCO member ID card (or member ID card for alternate insurance).
2. Log into [MySlice](#)
3. Under "**Student Services**" look for the section "**Health Services**." Click "**Health Insurance**" to be directed to the **Student Health Insurance Decision Form**.
4. Enter the required information on the waiver application. If you enrolled in a POMCO plan, follow the guide below (or enter information for your alternate coverage, if different):
 - Name of Insurance Company: POMCO
 - U.S. Based Insurance Company? Yes
 - Type of Insurance: PPO
 - Policy/Member number: *enter the Member ID # on your POMCO ID card*
 - Relationship to Policy Holder: self
 - Insurance Company Address: P.O. Box 6329, Syracuse, NY 13217
 - Phone: 877-461-7844
 - Policy Holder Name: *enter your first and last name*
 - Group ID #: 770
 - Employer Sponsoring the Alternate Plan: Syracuse University
5. **Upload** a scanned or electronic copy of your insurance card (see below for instructions)
6. Agree to the **Acknowledgement** and click "**Save and Submit**"
7. Review the email acknowledging your waiver application. *This is not an approval of your waiver.*
8. You will be notified by email of the decision on your waiver application.

*If you are unable to see the Employee Services section, click the "Content" link and check the box to make it visible. If you are unable to see the link to "Enroll in Benefits," click the refresh arrows in the "Employee Services" section header.

Questions? Call the **Student Insurance Office** at **315.443.9019** or email healthinsurance@syr.edu. **FAQs** at healthinsurance.syr.edu.

POMCO ID Card

For fastest access to your ID card, register for mypomco.com where you can view your electronic ID card and download a PDF copy. You should be able to log into mypomco.com within 3 to 7 days of entering your enrollment in MySlice.

You will receive an ID card mailed to your “permanent” address listed in MySlice. It should arrive within 14 days of your enrollment. You can scan this card (front and back) to upload in your waiver application.

To Download an Electronic Copy of Your POMCO ID Card

1. Go to mypomco.com. In the **Members** section, click “**Create a new member account.**”
2. Enter your date of birth.
3. In the Group box, type 770.
4. Enter your SSN without any dashes or slashes and click **Next**.
5. Once you are logged in, click “**My ID Card**” in the top menu and select “**Electronic ID Card**”
6. You will see your ID card pictured on the screen. Use your browser’s tools to download the document. Be sure to use the file extension “.pdf” and the file type Adobe PDF document.
7. If you have any problems creating an account or viewing your ID card, call POMCO at 877-461-7844.

Upload this PDF when you create your waiver application in MySlice as proof of your alternate coverage.

Using MyPOMCO.com

If you enroll in a SUBlue, SUOrange or SUPro plan administered by POMCO, mypomco.com is your secure member website for a variety of information about your coverage:

- Locate a participating physician, urgent care center, hospital, or other facility
- View claim status and Explanation of Benefits (EOB) statements
- Review your plan coverage
- Find health and wellness information
- Contact Member Services

Prescription drug coverage is administered by **OptumRx** for these plans. You can access the secure member website for your medication information and get an electronic ID card for your pharmacy, or set up mail order for medication you take every day, at optumrx.com.