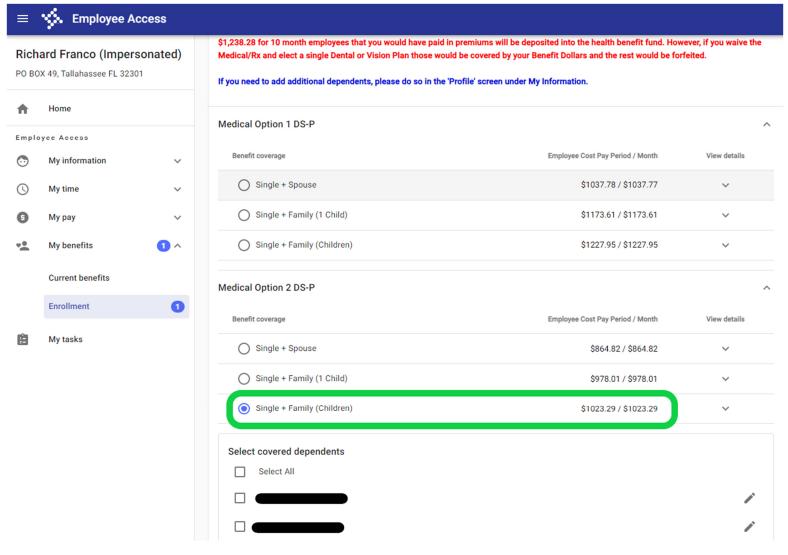
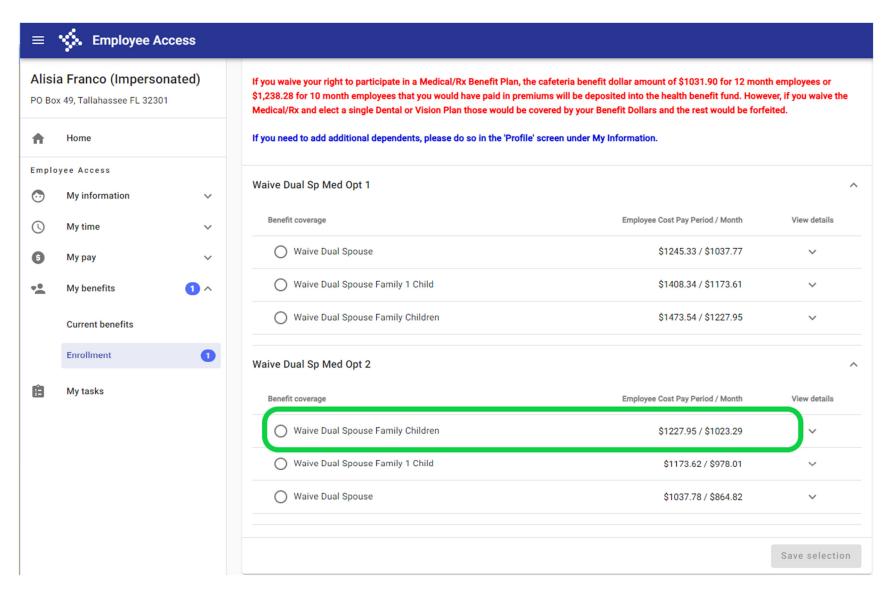
## **DUAL SPOUSE ENROLLMENT**

The **PRIMARY** Dual Spouse (DS-P) must enroll everyone. This means that he/she will need to elect the plan and select all individuals. You will see in the screenshot below, the Primary is electing Medical Option 2 DS-P, Single + Family Children. After electing that option, they will need to "select covered dependents", so that would be the spouse and child(ren).



The **SECONDARY** Dual Spouse will not enroll anyone. They will simply elect the corresponding "Waive" option. You will see in the screenshot below, the Secondary is electing Waive Dual Spouse Family Children. If both employees are 12 month/check, the costs will be the same. If not, you will see a difference as you do below because they are a 10 month/check employee and the Primary spouse is a 12 month/check employee.



**PLEASE NOTE**: You will do the same for Dental and Vision. If you have any questions or want to have me (Rich Franco) confirm your enrollment is completed accurately, please email me at: <a href="mailto:rfranco@helenaschools.org">rfranco@helenaschools.org</a>