Defense Manpower Data Center

Department of Defense

DMDC Reserve Component Purchased TRICARE Application (RCPTA) User Manual

Abstract This guide describes how to use the RCPTA, which allows Selected Reserve and Retired Reserve (Reserve Component) members to enroll or disenroll in the premium-based TRICARE Reserve Select (TRS) or TRICARE Retired Reserve (TRR) health care plans.
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 Document Version 4.2

Document History

Document Version	Date	Description
1.1	7 August 2007	New document. In 2007, TRS was simplified to offer the TRS benefit to all Selected Reserve members who are not eligible for Federal Employee Health Benefits (FEHB).
1.2	22 August 2007	Revised per reviews and changes to the application. App version 3.0.17.
1.3	21 September 2007	Revised per reviews and changes to the application. App version 3.0.20.
1.4	1 October 2007	Revised per reviews and changes to the application. App version 3.0.23.
1.5	9 October 2007	Revised per reviews and changes to the application. App version 3.0.24.
1.6	26 March 2010	Revised for new ASIS logon pages.
1.7	XX July 2010	Revised for new URL and application name; removed Web Guard logon and added DS Logon.
1.8.2	March 2011	Revised to include Retired Reserve. Application version 3.1.32.
1.8.3	May 2011	Edited to allow for 60 days before or 30 days after loss of other TRICARE coverage.
1.8.4	July 2011	Review with minor grammatical edits. Check and verify against the application. Check and verify loss requirements. Verify 60 and 30 day requirements. Application version 3.1.3.2.
1.8.5	August 2011	Moved Reserve information out of a separate section and into the main body of the document.
1.8.6 1.8.7	October 2011	Removed reference to PDF output. Software version 3.1.34. Synchronized with the online help system.
4.0.0	December 2011	Revised for software version 4.x.x
4.0.1	April 2012	Updated for change in RC logon (see 5.1). Application v4.0.x
4.1.x	July 2012	Corrected sections 4.1.2 and 4.1.3 to specify collecting two months of premiums instead of one.
4.2	July 2012	Revised to include updated information, numbering, and graphics.

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1.0 Overview of RCPTA

The DMDC Reserve Component Purchased TRICARE Application (RCPTA) is a web application that allows Reserve Component (RC) members, which are Selected Reserve or Retired Reserve members, to enroll or disenroll themselves and their family members in TRICARE Reserve Select (TRS) or TRICARE Retired Reserve (TRR) health plans. Members use the RCPTA to record Federal Employee Health Benefits (FEHB) eligibility in the Defense Enrollment Eligibility Reporting System (DEERS), and to fill out and print an application form to purchase TRS or TRR coverage. Verifying Officers (VOs) with full access can also perform these application functions on behalf of members.

1.1 Safeguarding Confidential Information

Only users authorized by the Defense Manpower Data Center (DMDC) may access the RCPTA. Furthermore, only authorized users may view information or be informed in any way of information available in the RCPTA. Every authorized user must safeguard the confidentiality of such information at all times to comply with the Privacy Act of 1974. Before leaving your workstation unattended, be sure to log off the application. You can also lock your workstation for added security. See your system administrator for instructions.

1.2 Privacy Act Notice

Due to Privacy Act considerations, protected information such as names, addresses, Social Security Numbers (SSNs), and birth dates are fabricated for the examples in this document.

2.0 TRICARE Purchased Care Health Plans

TRICARE Reserve Select (TRS) and TRICARE Retired Reserve (TRR) are premium-based TRICARE health plans that qualified members can purchase for themselves and families. The plans offer comprehensive health coverage similar to TRICARE Standard and TRICARE Extra. TRICARE Reserve Select and TRICARE Retired Reserve members and their covered family members may access care from any TRICARE-authorized provider, hospital, or pharmacy, as well as from a military clinic or hospital on a space-available basis.

TRICARE Reserve Select (TRS)	TRICARE Retired Reserve (TRR)
• Military members serving in the Selected Reserves	• Members of the Retired Reserve who are qualified for non-regular retirement
• Must not be eligible for Federal Employee Health Benefits (FEHB)	 Under age 60 Must not be eligible for Federal Employee Health Benefits (FEHB)

2.1 Member-Only Coverage

- **TRICARE Reserve Select** Members of the Selected Reserve are eligible to purchase TRICARE Reserve Select (TRS) coverage for themselves if they are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program.
- **TRICARE Retired Reserve** Members of the Retired Reserve who are qualified for nonregular retirement but are not yet age 60 are eligible to purchase TRICARE Retired Reserve (TRR) coverage for themselves if they are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program.

2.2 Member-and-Family Coverage

- **TRICARE Reserve Select** Members of the Selected Reserve are eligible to purchase TRICARE Reserve Select (TRS) coverage for themselves and family members if they are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program.
- **TRICARE Retired Reserve** Members of the Retired Reserve who are qualified for nonregular retirement but are not yet age 60 are eligible to purchase TRICARE Retired Reserve (TRR) coverage for themselves and family members if they are not eligible for, or enrolled in, the Federal Employees Health Benefits (FEHB) program.

2.3 Survivor Coverage

- **TRICARE Reserve Select** If the sponsor is covered by TRICARE Reserve Select (TRS) on the day of death, surviving family members may purchase or continue TRS coverage for an additional six months from the date of the member's death.
 - If TRS Member-Only coverage is in effect at the time of death, the member-only coverage will terminate.
 - If TRS Member-and-Family coverage is in effect at the time of death, the Defense Enrollment Eligibility Reporting System (DEERS) will automatically convert the TRS Member-and-Family coverage to TRS Survivor coverage.

- The surviving family members may purchase TRS Survivor coverage for up to six months from the date of the member's death. If they enroll within the first 30 days after the date of death they may purchase the enrollment as of the date of death, otherwise the enrollment follows the standard enrollment rules.
- Survivors are responsible for paying appropriate monthly premiums.
- **TRICARE Retired Reserve** If the sponsor is covered by TRICARE Retired Reserve (TRR) on the day of death, surviving family members may purchase or continue TRR coverage up to the date when the sponsor would have turned age 60.
 - If TRR Member-Only coverage is in effect at the time of death, the member-only coverage will terminate.
 - If TRR Member-and-Family coverage is in effect at the time of death, the Defense Enrollment Eligibility Reporting System (DEERS) will automatically convert the TRR Member-and-Family coverage to TRR Survivor coverage.
 - Survivors may purchase TRR Survivor coverage up to the date when the sponsor would have turned age 60.
 - Survivors are responsible for paying appropriate monthly premiums.

3.0 Qualifying Life Events (QLEs)

TRICARE Reserve Select and TRICARE Retired Reserve sponsors (or Verifying Officers acting on their behalf) can use the RCPTA to enroll or disenroll family members due to a Qualifying Life Event (QLE). QLEs include:

- Marriage
- Birth or adoption
- Placement of a child, by court order, in the legal custody of the member
- Divorce or annulment
- Death of a spouse or family member
- Loss of family member eligibility (example: child turns 21, or 23 if enrolled in college)

To change coverage, sponsors may use RCPTA to generate a Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28). The sponsor must complete the form and submit it to their regional contractor within 60 days of the QLE. The change in coverage is effective the date the QLE occurred.

3.1 RCPTA and DEERS

Changing family member enrollment through the RCPTA does not update their record in the Defense Enrollment Eligibility Reporting System (DEERS). Sponsors must report all QLE changes to DEERS at a Real-Time Automated Personnel Identification System (RAPIDS) site. To locate the nearest RAPIDS site to record the updates to DEERS, go to

<u>www.DMDC.osd.mil/rsl</u>. Always contact the site in advance to verify the hours of operation and for documentation needed to update the DEERS.

When a QLE has occurred and is subsequently reported to the DEERS, sponsors can use the RCPTA to enroll or disenroll family members.

4.0 Service Member Changes in Status

4.1 Selected Reserve or Retired Reserve to Active Duty

When a sponsor is activated for more than 30 days, the sponsor and family members become eligible for TRICARE (without premiums), and the TRS or TRR coverage is automatically terminated.

4.2 Active Duty to Selected Reserve or Retired Reserve

There is a 60-day window before and a 30-day window after losing Active Duty TRICARE eligibility in which sponsors may purchase TRS or TRR with no break in coverage. Sponsors do this by recertifying their FEHB status in the RCPTA and submitting a completed a Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28) with an initial two-month premium payment postmarked no later than 30 days after the loss of the TRICARE coverage.

If a TRS eligible sponsor does not submit a TRS request to re-purchase coverage within 30 days of losing TRICARE eligibility, he or she may still purchase TRS coverage according to open enrollment or QLE rules, but will experience a break in coverage.

A TRR eligible sponsor may purchase TRR coverage at any time prior to age 60. If TRICARE Active Duty Coverage is ending, and the TRR eligible sponsor does not submit a request to purchase coverage within 30 days of losing TRICARE eligibility, he or she may still purchase TRS coverage according to open enrollment or QLE rules, but will experience a break in coverage.

4.3 Leave or Rejoin Selected Reserve

TRS coverage is automatically terminated if the sponsor leaves the Selected Reserve. The sponsor may re-purchase TRS coverage upon return to Selected Reserve status. The sponsor must recertify FEHB status in the RCPTA and submit a completed Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28) with an initial two-month premium payment to the regional contractor.

5.0 Logging On to RCPTA

The logon methods differ according to your role as an RC member (Selected Reserve Member or Retired Reserve Member) or Verifying Officer (VO).

- RC member, see 5.1, "Reserve Component Member Logon" on page 5.
- VO, see 5.2, "Verifying Officer Logon" on page 8.

5.1 Reserve Component Member Logon

Logging on as an RC (Selected Reserve or Retired Reserve) member allows you to enroll or disenroll yourself and your family in the TRICARE Reserve Select or TRICARE Retired Reserve health plans.

- 1. Access the RCPTA by typing the following address, or Universal Resource Locator (URL), in your Web browser and pressing <Enter>: <u>https://www.dmdc.osd.mil/appj/trs/</u>
- 2. Depending on your browser configuration, a Security Alert may open, indicating that the RCPTA is a secure web site. Choose the appropriate option to close the alert and to proceed with using the application. The Welcome to RCPTA page displays.

DMDC	Information and Technology for Better Decision Making
DMDC Reser	ve Component Purchased TRICARE Application (RCPTA)
Welcome to	RCPTA!
DMDC Reserve C qualified Nationa	omponent Purchased TRICARE Application (RCPTA) is a premium-based health plan for al Guard and Reserve members and their families.
	Please select an authentication type and click on the Continue button
	 RC Member (CAC, DFAS Account, DS Logon) Verifying Officer
	Continue
If you have question <u>http://www.tricare.r</u> please call the DMDC	ns regarding your eligibility, please contact your Reserve Representative at mil/reserve/reserveselect/TRS-Poc.cfm. For technical assistance or to report system problems with this site C Support Center at 1-800-477-8227.

The Welcome page provides an option to view and download this User Manual. (Click the View User Manual link at the upper right of the page. See 11.4, "RCPTA User Manual" on page 27 for further instructions.) The Welcome page also contains a link to the Reserve Affairs web site with information about the TRICARE Reserve Select (TRS) and TRICARE Retired Reserve (TRR) health plans, including a "National Guard and Reserve Points of Contact" link. (See also 11.2, "Reserve Component Points of Contact" on page 27.) The Reserve Affairs web site opens in a new browser window.

3. On the Welcome page, click the option button adjacent to "RC Member (CAC, DFAS Account, DS Logon)" and click Continue. The Self-Service Consent to Monitor [CtM] Banner page displays.

40	DC Reserve Component Purchased TRICARE Application (RCPTA)
el	f-Service Consent to Monitor [CtM] Banner
Yc au	ou are accessing a U.S. Government (USG) Information System (IS) that is provided for USG beneficiary self-service- uthorized use only.
Bу	using this IS (which includes any device attached to this IS), you consent to the following conditions:
	 The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
	 At any time, the USG may inspect and seize data stored on this IS.
	 While all personal identifying information (PII) data stored on this IS is protected under the Privacy Act of 1974, all communications using this IS, and the data captured to support this IS, are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
	 This IS includes security measures (e.g., authentication and access controls) to protect USG interestsnot for your personal benefit or privacy.
	 Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
	OK

- 4. Read the Self-Service Consent to Monitor [CtM] Banner page, and then click OK. The DS Logon, CAC, or DFAS logon selection page displays.
- 5. Select the log on type by clicking the DS Logon, CAC, or DFAS tab and then enter the appropriate information to continue accessing RCPTA.
- CAC Logon: see 5.1.1, "Logging On with Your Common Access Card (CAC)" below.
- DS Logon: see 5.1.2, "Logging On with Your DoD Self-Service Logon (DS Logon)" below.
- DFAS (myPay) Logon: see 5.1.3, "Logging On with Your DFAS Account (myPay)" below.

5.1.1 Logging On with Your Common Access Card (CAC)

Note: Common Access Cards are not issued to Retired Reserve members. These instructions are for Service members holding a Common Access Card.

To log on using your Common Access Card:

- 1. Insert your Common Access Card into the workstation's card reader.
- 2. If necessary, click the Common Access Card (CAC) tab.
- 3. If requested, enter the PIN that corresponds to the CAC.
- 4. Click Login.

When the authentication process is successful, you can proceed with using the RCPTA (see 5.1.4, "Reserve Component Member Functions" on page 8).

5.1.2 Logging On with Your DoD Self-Service Logon (DS Logon)

- **Note:** For assistance with DS Logon, click the appropriate link. For assistance by telephone, call the DMDC Support Center (DSC) at 800-477-8227.
- To log on with your DoD Self-Service Logon (DS Logon):
- 1. Click on the DS Logon tab.
- 2. Type your DS Logon Username and Password in their respective fields.
- 3. Click Login. If the information you entered does not match the records stored in the authentication database, a message describes the error. Re-type your information, and click Login again. If you receive another error, click the appropriate link for assistance or call 800-477-8227.

When the authentication process is successful, you can proceed with using the RCPTA (see 5.1.4, "Reserve Component Member Functions" on page 8).

5.1.3 Logging On with Your DFAS Account (myPay)

Note: If you do not have or do not remember your DFAS Account (myPay) Login ID or Password, click the appropriate link to the myPay site (<u>https://mypay.dfas.mil/</u>) to create or retrieve them.

To log on with your DFAS Account (myPay):

- 1. Click on the DFAS tab.
- 2. Type your myPay Login ID and myPay Password in their respective fields.
- 3. Click Login. If the information you entered does not match the records stored in the authentication database, a message describes the error. Re-type your information, and click Login again. If you receive another error, click the appropriate link for assistance or call 800-477-8227.
- 4. When the authentication process is successful, you can proceed with using the RCPTA (see 5.1.4, "Reserve Component Member Functions" on page 8).

5.1.4 Reserve Component Member Functions

After the RC member logs on to the RCPTA, there are links to various functions on most pages.

DMDC	Information and Technology for Better D	ecision Making	
DMDC Reserve Comp	opent Purchased TRIC	ARE Application (RCPTA)
Diffice Reserve comp	onene rurendsed rike		
Member Info Purchase	• Coverage 4 1	2	3 4
To qualify to purchase TRS/TRR coverage,	a Reserve Component member must meet the	e following qualifications:	
 Be a member of the Selected Reserverse terminates in DEERS) 	ve (coverage will automatically terminate effect	tive the day after Selected Reserve	
 Member is neither: Eligible for Federal Employee Currently covered under FEH 	e Health Benefits (FEHB) nor HB (either under their own eligibility or through	a family member with FEHB)	
Eligibility dates are based on Selected Rese requesting enrollment changes.	erve status in DEERS. FEHB is confirmed wher	n purchasing new coverage or	

- 1. Tabs:
 - a. Member Info—Click this tab to see sponsor and dependent information. (See 6.0, "Viewing Member Information" on page 14.)
 - b. Purchase Coverage—Click this tab to purchase TRS or TRR coverage. (See 7.0, "Purchasing TRS or TRR Coverage" on page 16.)
 - c. Enroll Member—Click this tab to add family members to TRS or TRR coverage. (See 8.0, "Enrolling Family Members" on page 21.)
 - d. Disenroll Member—Click this tab to disenroll the sponsor or family member(s). (See 9.0, "Disenrolling Family Members" on page 23.)

Note: The Enroll Member and Disenroll Member tabs appear only after the sponsor has purchased TRS or TRR coverage.

- 2. User Guide—Click to access a PDF of the User Manual for this application. (See 11.4, "RCPTA User Manual" on page 27.)
- 3. Help—Click to access the RCPTA online help system. (See 11.3, "RCPTA Online Help" on page 27.)
- 4. Logout—Click to log off the RCPTA. (See 10.0, "Logging Off" on page 27.)

5.2 Verifying Officer Logon

Logging on as a Verifying Officer may allow you to enroll or disenroll RC members and their family members in the TRICARE Reserve Select or TRICARE Retired Reserve health plans.

There are two forms of Verifying Officer access.

• Read Only: Allows Verifying Officers to view member information, but they cannot perform any functions.

- Full Access: Allows Verifying Officers the authority to perform all functions on behalf of RC members.
- 1. Access the RCPTA by typing the following address in your Web browser and pressing <Enter>: <u>https://www.dmdc.osd.mil/appj/trs/</u>
- 2. Depending on your browser configuration, a Security Alert may open, indicating that the RCPTA is a secure web site. Choose the appropriate option to close the alert and to proceed with using the application. The Welcome to RCPTA page displays.

Welcome	to RCPTA!
OMDC Reser qualified Nat	ve Component Purchased TRICARE Application (RCPTA) is a premium-based health plan for tional Guard and Reserve members and their families.
	 RC Member (CAC, DFAS Account, DS Logon) Verifying Officer

The Welcome page provides an option to view and download this User Manual. (Click the View User Manual link at the upper right of the page. See 11.4, "RCPTA User Manual" on page 27 for further instructions.) The Welcome page also contains a link to the Reserve Affairs web site that provide information about the TRICARE Reserve Select (TRS) and TRICARE Retired Reserve (TRR) health plans, including a "National Guard and Reserve Points of Contact" link. (See also 11.2, "Reserve Component Points of Contact" on page 27.) The Reserve Affairs web site opens in a new browser window.

3. On the Welcome page, click the option button adjacent to "Verifying Officer" and click Continue. The Standard Mandatory DoD Notice and Consent page displays.



4. Read the Standard Mandatory DoD Notice and Consent, and then click OK. The RCPTA Registered User Logon page displays.

egistered User Log	on	
UTHORITY	5 USC 301	Select Logon Method
PURPOSE/ROUTINE USE	Information you provide is used to verify your identity and usage of this website.	Common Access Card (CAC)
DISCLOSURE	Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.	Continue O Username / Password
Prevent illegal access of computer.	Privacy Act data by closing your browser before leaving your	For assistance or to report problems, please call 800-538-9522.

- 5. To complete the logon process, select one of the available logon methods:
 - Log on with your Common Access Card (CAC) (see 5.2.1, "Logging On with Your Common Access Card" on page 11).
 - Log on with your Username and Password (see 5.2.2, "Logging On with Your Username and Password" on page 11).

5.2.1 Logging On with Your Common Access Card (CAC)

- 1. Insert your Common Access Card into the workstation's card reader.
- 2. In the Select Logon Method section of the Registered User Logon page, select Common Access Card (CAC) by clicking the adjacent option button. (It is selected by default.)
- 3. Click Continue.
- 4. Follow your web browser's instructions to select and verify your certificate. If prompted, enter your Personal Identification Number (PIN) for your Common Access Card.
- 5. If you are a Verifying Officer for more than one site, the Site Selection page may display a list of the sites to which you have access. Select the appropriate site from the list by clicking the adjacent option button (the first site is selected by default), then click Continue.

Note: To access a different site after logging on to the RCPTA, log off from the current session, then log on again and choose the appropriate site from the list.

When the authentication process is successful, you can proceed with using the RCPTA (see 5.2.3, "Verifying Officer Functions" on page 12).

5.2.2 Logging On with Your Username and Password

To log on using your username and password:

1. In the Select Logon Method section of the Registered User Logon page, select Username/Password by clicking the adjacent option button.

Sel	ect Logon Method
0 ©	Common Access Card (CAC) Username / Password
	Usemame
	Continue
	Continue

- 2. Type your Username and Password in their respective fields. Your Site Security Manager provides your logon information to you.
- 3. Click Continue. If the Username and Password do not match the records stored in the authentication database, a message describes the error. Re-type your Username and Password, and click Logon again.
 - Note: After three (3) unsuccessful logon attempts, your account will be suspended. Contact the DMDC Support Center (DSC) at 800-538-9522 or 800-372-7437 (global) or via DSN at 698-5000 (CONUS) or 312-698-5000 (OCONUS) to request a password reset. When the DSC has reset your password, the system prompts you to change it when you next log on.

4. If you are a Verifying Officer for more than one site, the Site Selection page may display a list of the sites to which you have access. Select the appropriate site from the list by clicking the adjacent option button (the first site is selected by default), then click Continue.

Note: To access a different site after logging on to the RCPTA, log off from the current session, then log on again and choose the appropriate site from the list.

When the authentication process is successful, you can proceed with using the RCPTA (see 5.2.3, "Verifying Officer Functions" below).

5.2.3 Verifying Officer Functions

After the Verifying Officer logs on to the RCPTA, there are links to various functions on most pages.

DMDC	Information and Technology	for Better Decision	Making			-
DMDC Reser	ve Component Purchas	ed TRICA	RE Apj	plicatio	n (RCI	PTA)
			USER GUIDE	PASSWORD	HELP	LOGOUT
	<u> </u>	_				
Member Inf	Fo Purchase Coverage	1.	3.	4.	5.	6.
		A		iber		
To qualify to purchase TF qualifications:	RS/TRR coverage, a Reserve Component me	mber must meet the	e following			
 Be a member of the Selected Reserve 	ne Selected Reserve (coverage will automation terminates in DEERS)	cally terminate effec	tive the day :	after		
2. Member is neither						
 Eligible for Currently c 	Federal Employee Health Benefits (FEHB) n overed under FEHB (either under their own e	ior ligibility or through s	family mor	abor with		
- Chinematy, C		ingroundy of thirdnam a	- anni y men	iber with		

- 1. Access Member (Verifying Officers only)—Click this link to access a member's record. (See 6.2, "Verifying Officer Access" on page 15.)
- 2. Tabs:
 - a. Member Info—Click this tab to see sponsor and dependent information. (See 6.0, "Viewing Member Information" on page 14.)
 - b. Purchase Coverage—Click this tab to purchase TRS or TRR coverage. (See 7.0, "Purchasing TRS or TRR Coverage" on page 16.)
 - c. Enroll Member—Click this tab to add family members to TRS or TRR coverage. (See 8.0, "Enrolling Family Members" on page 21.)
 - d. Disenroll Member—Click this tab to disenroll the sponsor or family member(s). (See 9.0, "Disenrolling Family Members" on page 23.)
 - **Note:** The Enroll Member and Disenroll Member tabs appear only after the sponsor has purchased TRS or TRR coverage.
- 3. User Guide—Click to access a PDF of the User Manual for this application. (See 11.4, "RCPTA User Manual" on page 27.)

- 4. Password (Verifying Officers only when logging on with Username and Password)—Click to change your password. (See 5.2.4, "Change Verifying Officer Password", below.)
- 5. Help—Click to access the RCPTA help system. (See 11.3, "RCPTA Online Help" on page 27.)
- 6. Logout—Click to log off the RCPTA. (See 10.0, "Logging Off" on page 27.)

5.2.4 Change Verifying Officer Password

When logging on as a Verifying Officer with Username and Password (see 5.2, "Verifying Officer Logon" on page 8), you can change your password from the application. To change your password:

1. Click PASSWORD at the top right of any RCPTA page.

Note: The Password link displays only if you logged on using your Username and Password.

The Change Password page displays.

MDC Reserve	Component Purchased TRICARE Application (RCPTA)
ange Password	
	Please Enter Your Old and New Passwords Below
	Current Password
	New Password
	Verify New Password
	Submit Cancel
assword Edit Require	ments
Passwords must conta Passwords must conta <#\$%&*>?)	an 8 characters ain at least one Uppercase, one Lowercase, one Number and one Special Character (-!
Passwords cannot rep	eat the same character more than twice
No password may mat	ch any of the previous 5 passwords
Passwords expire ever	y 45 days and are deactivated after 60 days of inactivity

- 2. Type your current password in the Current Password field, and type your new password in the New Password field and in the Verify New Password field. Your password must meet the requirements shown on the page.
- 3. Click Submit. A confirmation displays.
 - Note: If you do not type your old password correctly or if you do not type the same password in the two new password fields, an error message displays. Retype your passwords and click Submit again. If problems persist, contact the DMDC Support Center (DSC) at 800-538-9522 or 800-372-7437 (global) or via DSN at 761-6953 (CONUS) or 312-761-6953 (OCONUS) to request a password reset. When the DSC has reset your password, you must change it when you next log on.

6.0 Viewing Member Information

The methods differ for viewing member information according to your role as an RC member (Selected Reserve Member or Retired Reserve Member) or Verifying Officer (VO).

- RC member, see 6.1, "Reserve Component Access" below.
- VO, see 6.2, "Verifying Officer Access" on page 15.

6.1 Reserve Component Access

When you log on to the RCPTA as an RC member the Member Info tab displays. This tab displays information about the sponsor, enrollment information of the sponsor and family members, and FEHB status.

							USER GUIDE HELP LOGO
Member In	fo Purchase Cov	verage					
) qualify to purchase TR	S/TRR coverage, a Rese	rve Component me	mber must meet the	following qualification	B:		
1 Be a member of the	e Selected Reserve (cov	erage will automati	cally terminate effe	ctive the day after Sele	cted Reserve terminal	es in DEERS)	
		orage will automati	oully terminate erre	cure the day after beit		os in Beerto)	
 Member is neither: 		-					
 Member is neither: Eligible for f 	Federal Employee Health	- Benefits (FEHB) no	or				
2. Member is neither: • Eligible for H • Currently co	Federal Employee Health overed under FEHB (eithe	- Benefits (FEHB) no er under their own	or eligibility or through	a family member with	FEHB)		
 Member is neither: Eligible for I Currently compared to the second s	Federal Employee Health overed under FEHB (eithe	Benefits (FEHB) no er under their own	or eligibility or through	a family member with	FEHB)		
 Member is neither: Eligible for I Currently c. gibility dates are based of the second secon	Federal Employee Health overed under FEHB (eithd on Selected Reserve stat	Benefits (FEHB) no er under their own tus in DEERS. FEHE	or eligibility or through 3 is confirmed when	a family member with n purchasing new cove	FEHB) erage or requesting er	rollment changes.	
2. Member is neither: • Eligible for I • Currently c gibility dates are based Sponsor Informa	Federal Employee Health overed under FEHB (eithe on Selected Reserve stat tion	Benefits (FEHB) no er under their own tus in DEERS. FEHE	or eligibility or through 3 is confirmed when	a family member with n purchasing new cove	FEHB) erage or requesting en	rollment changes.	1
2. Member is neither: Eligible for I Currently c gibility dates are based of Sponsor Informaliame	Federal Employee Health overed under FEHB (eithe on Selected Reserve stat tion Rank	Benefits (FEHB) no er under their own tus in DEERS. FEHE Service	or eligibility or through 3 is confirmed when Category	a family member with n purchasing new cove	FEHB) erage or requesting er	rollment changes.	
2. Member is neither: • Eligible for i • Currently c gibility dates are based Sponsor Information Iame rederick Flintstone	Federal Employee Health overed under FEHB (eithe on Selected Reserve stat tion Rank SSG	Benefits (FEHB) no er under their own tus in DEERS. FEHt Service Army	or eligibility or through 3 is confirmed when Category National Guard	a family member with n purchasing new cove	FEHB) erage or requesting er	roliment changes.	
2. Member is neither: • Eligible for I • Currently c igibility dates are based Sponsor Informa Iame Frederick Flintstone Enrollment Inform	Federal Employee Health overed under FEHB (eitho on Selected Reserve stat tion Rank SSG mation	Benefits (FEHB) no er under their own tus in DEERS. FEHt Service Army	or eligibility or through 3 is confirmed when Category National Guard	a family member with	FEHB) erage or requesting er	roliment changes.	
2. Member is neither: • Eligible for i • Currently c igibility dates are based Sponsor Information Iame rederick Flintstone Enrollment Information Iame	Federal Employee Health overed under FEHB (eithe on Selected Reserve stat tion Rank SSG mation Relation	Benefits (FEHB) not er under their own tus in DEERS. FEHt Service Army Date of Birth	or eligibility or through 3 is confirmed when Category National Guard Status	a family member with n purchasing new cov Coverage Start	FEHB) erage or requesting en Coverage End	rollment changes. SSN: Eligibility Dates	
2. Member is neither: • Eligible for i • Currently o gibility dates are based Sponsor Informa lame rederick Flintstone Enrollment Inform lame rederick Flintstone	Federal Employee Health overed under FEHB (eith on Selected Reserve stat tion Rank SSG mation Relation Sponsor	Benefits (FEHB) not er under their own tus in DEERS. FEHE Service Army Date of Birth 10-04-1960	or eligibility or through 8 is confirmed when Category National Guard Status Not Enrolled	a family member with n purchasing new cov Coverage Start	FEHB) erage or requesting en Coverage End	rollment changes. SSN: Eligibility Dates 02-11-2011 - 12-12-2012	
2. Member is neither: • Eligible for i • Currently c igibility dates are based Sponsor Informa tame Frederick Flintstone Enrollment Inforr tame Frederick Flintstone Vilma Flintstone	Federal Employee Health overed under FEHB (eithe on Selected Reserve stat tion Rank SSG mation Relation Sponsor Spouse	Benefits (FEHB) no er under their own tus in DEERS. FEHI Service Army Date of Birth 10-04-1960 10-04-1963	or eligibility or through 3 is confirmed when Category National Guard Status Not Enrolled Not Enrolled	a family member with n purchasing new cove Coverage Start	FEHB) erage or requesting er Coverage End	roliment changes. SSN: Eligibility Dates 02-11-2011 - 12-12-2012 02-11-2011 - 12-12-2012	
2. Member is neither: • Eligible for i • Currently c igibility dates are based Sponsor Informa Name Frederick Flintstone Enrollment Inform Iame Frederick Flintstone Vilma Flintstone Pabbles Flintstone	Federal Employee Health overed under FEHB (eithe on Selected Reserve stat tion Rank SSG mation Relation Sponsor Spouse Child	Benefits (FEHB) no er under their own tus in DEERS. FEHt Service Army Date of Birth 10-04-1960 10-04-1963	or eligibility or through 3 is confirmed when Category National Guard Status Not Enrolled Not Enrolled Not Enrolled	a family member with n purchasing new cov Coverage Start	FEHB) erage or requesting en Coverage End	Eligibility Dates 02-11-2011 - 12-12-2012 02-11-2011 - 12-12-2012 02-11-2011 - 10-03-2011	

- The Sponsor Information section shows the Name, Rank, Service, and Category of the sponsor (RC Member).
- The Enrollment Information section shows TRS or TRR enrollment information for the sponsor and each dependent:
 - Name
 - Relation—Shows the relationship of the individual to the sponsor.
 - Date of Birth
 - Status—Indicates if the individual is enrolled or eligible for TRS or TRR coverage.

Note: If the sponsor is eligible for the FEHB program, or currently covered under FEHB, either under their own eligibility or through a spouse with FEHB eligibility, the

sponsor is excluded from purchasing TRS or TRR coverage. However, if the sponsor is not covered under (enrolled in) their spouse's FEHB, the sponsor can purchase TRS or TRR coverage.

- Coverage Start Date and Coverage End Date—Indicate the term of enrollment, if applicable.
- Eligibility Dates—Indicate when the sponsor or dependent is eligible for enrollment in TRS or TRR.
- The Federal Employees Health Benefits (FEHB) Status section shows information about the sponsor's eligibility for FEHB. Eligibility in FEHB is reported by several sources.
 - Reporting Source:
 - OPM—The sponsor's latest Office of Personnel Management report indicates FEHB eligibility is continuing.
 - Service—The Verifying Officer has reported FEHB eligibility.
 - Member—The member has reported FEHB eligibility.
 - N/A—The data indicates the sponsor is not currently eligible for FEHB.
 - Effective Date—The date FEHB eligibility status was reported.

6.2 Verifying Officer Access

Verifying Officers use the Access Member function to query the DEERS for an RC Member's record, allowing them to perform RCPTA functions on the RC Member's behalf. To access an RC Member's record:

1. On the right of any tab, click the Access Member link.

Member Info	Purchase Coverage	
		<u>Access Member</u>
		40

The Access Member Record page displays.

DMDC	Information and Technology for Better Decision Making	•
DMDC Reserve	Component Purchased TRICARE Application (RCPTA)	
	USER GUIDE PASSWORD HELP LOGOUT	
	Access Member's record by providing the information below	
	Person ID:	
	Submit Becet	
		-

- 2. In the Person ID field, type the Social Security number of the RC Member whose record you want to access.
- 3. Click Submit. The Member Info tab displays, showing the member's information, as described in 6.1, "Reserve Component Access" on page 14.

Note: To clear the field and start over, click Reset.

7.0 Purchasing TRS or TRR Coverage

The RCPTA provides the means to purchase TRS or TRR coverage. To purchase TRS or TRR coverage, use the RCPTA to perform the following steps:

- 1. Declare FEHB eligibility.
- 2. Choose the date to begin TRS or TRR coverage.
- 3. Confirm address and select beneficiaries.
- 4. Print the Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28) for mailing to the enrollment contractor.
- **Note:** For instructions on how to enroll family members, see 8.0, "Enrolling Family Members" on page 21.

To purchase initial TRS or TRR coverage for the sponsor and family members, follow these instructions:

1. While viewing a member's information (see 6.0, "Viewing Member Information" on page 14), click the Purchase Coverage tab near the top of the page.

Note: The Purchase Coverage tab does not appear after the sponsor has purchased coverage.

- 2. On the Purchase Coverage tab, select the appropriate option button to indicate that the sponsor is either eligible for FEHB or not eligible for FEHB.
 - If the sponsor is eligible for the FEHB program or is currently covered under FEHB, either under their own eligibility or through a spouse with FEHB eligibility, the sponsor is excluded from purchasing TRS or TRR coverage. However, if the sponsor is not covered under (enrolled in) their spouse's FEHB, the sponsor can purchase TRS or TRR coverage.
 - If the sponsor is eligible for FEHB, enter an eligibility start date in the field provided.
 - If the sponsor will be eligible for FEHB in the future, the sponsor may be eligible to enroll in TRS or TRR until their FEHB eligibility begins. If the sponsor will be eligible for FEHB in the future, enter the date when their FEHB eligibility will start (up to 60 days in the future).

Information and Technology for Better Decis	ion Making
DMDC Passara C	Application (DODTA)
DMDC Reserve Component Purchased TRICARE	Application (RCPTA)
USER	GUIDE PASSWORD HELP LOGOUT
Member Info	
	Access Member
Verify Federal Employees Health Benefits	
TRS or TRR eligibility requires that members are not enrolled or eligible to enroll in	
Federal Employees Health Benefits (FEHB). Members eligible for FEHB include the	
following (subject to 5 USC Ch. 89). If you meet any of the conditions listed below, you are included in the FEHBP exclusion.	
 An Employee under Chapter 89, United States Code Title V, section 2105 A Member of Congress (10 USC 2106) 	
A Congressional Employee (10 USC 2106)	
An Employee of Gallaudet College	
 Annuitants with FEHB eligibility including retired federal employees, certain survivors and certain former spouses 	
An employee of a county committee established under 16 USC 590h(b)	
Others in accordance with 5 USC Ch. 89	
1. If you are eligible for FEHB (regardless whether or not you are currently enrolled):	
You DO NOT qualify to purchase TRS/TRR coverage If you are NOT eligible for EEHB, and your spouse is enrolled in EEHB, and you are	
covered under (enrolled in) your spouse's FEHB:	
 You DO NOT qualify to purchase TRS/TRR coverage If you are NOT eligible for FEHB, and your spouse is enrolled in FEHB, but you are 	
NOT covered under (enrolled in) your spouse's FEHB:	
You DO qualify to purchase TRS/TRR coverage	
If you are FEHB eligible, and depending on your qualifying status in DEERS, you may be	
eligible to enroll in TRS/TRR until your FEHB eligibility begins.	
I am Not Eligible for FEHB.	
● Licertify that Laminot eligible for a health coverage plan under 5 U.S.C. 89 (FEHB)	
 I understand that should I become eligible for a health coverage plan under 5 	
U.S.C. 89 (FEHB) I am required to terminate TRS/TRR coverage.	
U.S.C. 89 (FEHB) will be conducted.	
O Low Elizible for FEHR	
✓ Tam Engible for FEHD.	
Federal funds are involved in this program and any false claims, statements, comments, or concealment of a material fact may be subject to fine and imprisonment under	
applicable Federal and State laws.	
Submit	
	J

3. Click Submit. If the sponsor's FEHB status does not preclude enrollment, the Select TRS/TRR Coverage Begin Date page displays.

nformation and Technology for Better Decision M MDC Reserve Component Purchased TRICARE Applic	aking			
		USER GUIDE HELP	L	. (
Member Info Purchase Coverage				
	Access Member			
Calest TDS/TDD Courses Regin Date				
elect iks/ikk coverage begin bale				
lembers may choose the start date of coverage based on multiple criteria including:				
Continuously Open Enrollment (beginning on the first day of either of the next 2 months)				
Qualifying Life Event (up to 60 days after marriage, birth, etc. is recorded in DEERS)				
 TRR: Continuation Coverage (30 days before or after Loss of Active Duty TRICARE coverage) 				
TRS: Continuation Coverage (30 days before or after Loss of Active Duty TRICARE				
 Survivor Coverage (Up to 30 days after sponsor's death). 				
Based on your data in DEERS, you are eligible to enroll on the dates listed below. Please choose the date you wish to start TRS/TRR coverage.				
-				
C Continuously Open Enrollment: 08-01-2011				
Continuousiy Open Enrollment: 09-01-2011				
Submit				

- 4. Select the date to begin TRS or TRR coverage from the available options by clicking the adjacent option button:
 - **Continuously Open Enrollment:** Coverage begins on the first day of the first or second month following the postmark of the Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28). For example, if the form is postmarked in March, the sponsor may choose for coverage to begin on the first day of the next month, April, or on the first day of the second month, May.
 - **Qualifying Life Event:** If a Qualifying Life Event has occurred (see 3.0, "Qualifying Life Events (QLEs)" on page 3), the sponsor has up to 60 days to enroll dependents after the Qualifying Life Event was recorded in DEERS.
 - Lost Coverage: The sponsor may purchase TRS or TRR coverage with no break in coverage 60 days before, or 30 days after Active Duty TRICARE eligibility is lost.
 - Survivor Coverage (TRS): If the sponsor is covered by TRS on the day of death, surviving family members may purchase or continue TRS coverage for up to an additional six months. See 2.3, "Survivor Coverage" on page 2.
 - **Survivor Coverage (TRR):** If the sponsor is covered by TRR on the day of death, surviving family members may purchase or continue TRR coverage until the deceased would have reached age 60. See 2.3, "Survivor Coverage" on page 2.
- 5. Click Submit. The Confirm Addresses and Select Beneficiaries page displays.

				-
Member Info	Purchase Coverage		<u>Access Member</u>	
nfirm Addresses and S	elect Beneficiaries			
lease complete the follow	ving information to produce your form.			
ddress Information	1			
esidential Address:				
	Address Line 1: 1090 FREMONT BLVD			
	Address Line 2:			
	City: SEASIDE			
	State: California	*		
	Zip Code: 93955 - 5713			
	Country: United States	-		
illing Address.				
ning Address:	Address Line 1:1090 EREMONT BLVD			
	Address Line 2			
	City: SEASIDE			
	State: California	•		
	Zip Code: 93955 - 5713			
	Country: United States	*		
	 Country is the required field. City, selected. 	, State and Zip Code are also required if United States is		
	Allow correspondence via E-mail:			
nitial Premium Payment I	Method:			
lease select a payment n equired to pay an initial to ngoing, automatic month	nethod for your initial month's premium. If your enrol wo month's premiums. You may also choose to use a ly payments.	Ilment takes effect on or after October 1, 2012, you are a credit/debit card (Visa/Mastercard) for initial and		
ffective 1 January 2013, redit/debit card or via an upport Contractor (MCSC	all TRR and TRS enrollees must pay ongoing premi Electronic Funds Transfer (EFT). To initiate an EFT,).	um payments in advance on a monthly basis either by please contact the appropriate Managed Care		
paying by credit/debit ca	rd, your card information will only be printed on you	r request form, and is not being stored.		
Check / Money Order /	Cashiers Check Initial Payment			
VISA / MasterCard Init	ial Payment			
VISA / MasterCard Aut	tomatic Payment			
	Number	Exp Date (mm/yy):		
)ependent(s)				
Name	Relation	D.O.B		
Frederick Flintston	e Sponsor	10-04-1960		
Wilma Flintstone	Spouse	10-04-1983		
Dino Flintstone	Pre-adoptive child	10-04-2001		
ou will need to print, sign ddresses for the contracto	and date your form and mail it to the TRICARE reg rs can be found at <u>http://www.tricare.mil/</u>	ponal contractor listed at the bottom of the form.		

- 6. Fill in the fields on the page:
 - **Residential Address**: The sponsor's address will be automatically filled in. Make corrections if necessary.
 - **Billing Address**: If the sponsor's billing address is the "Same as Residential Address," then select the check box. Otherwise, provide a billing address.
 - Allow correspondence via E-mail: Click the check box and type the sponsor's e-mail address to receive correspondence by e-mail rather than the USPS. (E-mail addresses

must be in the form <u>A@B.C</u>. A and B can be alphanumeric. C must be two to four (2-4) alphabetic characters.)

- **Initial Premium Payment Method**: Indicate the method of the two-month initial payment. If by VISA or MasterCard, provide the Credit Card Number and Expiration Date. Note that the "VISA / MasterCard Automatic Payment" option allows you to set up an automatic monthly payment on your credit card.
- **Dependent**(s): The check boxes of all dependents are checked by default. Leave the boxes checked for those dependents the sponsor wishes to enroll in TRS or TRR. Uncheck the boxes of those the sponsor does not wish to enroll.
- 7. Click Continue. The Print and Mail Form page displays.

D	MDC Information and Technology for Better Decision Making			
	DMDC Reserve Component Purchased TRICARE Application (RCPTA)			
		USER GUIDE	HELP	LOGOUT
n	Member Info Purchase Coverage			
	Print and Mail Form			
	Your FEHB status has been updated in DEERS.			
	Member must contact the enrolling contractor to confirm the retroactive enrollment and the actual total premiums due for retroactive effective dates since RCPTA will not calculate pro-rations but rather will present amounts based on the full monthly premium.			
	Please <u>Click Here</u> for a printable version of your form.			
	Print your form and mail it to your regional contractor. Should your FEHB status change at any time while you are enrolled in TRS/TRR, you must return to this application and update your FEHB status on DEERS. This application will facilitate your disenrollment at that time.			
	If your coverage ends because you gain other TRICARE coverage, you will be required to re-enroll in TRS/TRR using this application if you wish to restart your coverage. You must meet all eligibility requirements at that time, including Selected Reserve and FEHB status. You will be able request enrollment 60 days prior to the end of your Active Duty TRICARE benefits. You have 30 days after your TRICARE benefits end to enroll with continuous coverage. If don't request enrollment within 30 days of the end of your active duty benefits, you can enroll under the Continuously Open Enrollment option thereafter.			

- 8. Click the "**Click Here**" link to generate a Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28). The form opens in a new browser window.
- 9. Print the Reserve Component Health Coverage Request form, then follow the instructions and ensure the sponsor's information is correct on the printed form.
 - a. The sponsor must review the information in Block 1 for accuracy and provide any corrections in Block 2.

Note: If any family members are listed in Block 1 that the sponsor does not wish covered by TRS or TRR, draw a single line through their names.

- b. The sponsor must verify the information printed in Blocks 3–6. The sponsor must sign Block 6 if paying the initial two-month payment by VISA or MasterCard.
- c. The sponsor must read Block 7, then sign and date the form.

10. Mail the enrollment form to the sponsor's enrollment contractor (shown in Block 6). If the sponsor specified a VISA or MasterCard for payment, the card will be charged for the first two-month premium when the enrollment request is processed.

After the initial two-month premium payment, the sponsor's regional contractor will bill the sponsor by the 10th of each month. Payments are due no later than the 30th of each month, and payments are applied to the following month of coverage. Do not miss payments; failure to pay overdue amounts by the deadline will result in termination of coverage and debt collection.

Should the sponsor become eligible for FEHB while enrolled in TRS or TRR, return to the RCPTA and disenroll from TRS or TRR.

8.0 Enrolling Family Members

Note: See 3.0, "Qualifying Life Events (QLEs)" on page 3 for information on changing TRS or TRR coverage due to qualifying life events.

Enrolling family members in TRS or TRR is similar to purchasing TRS or TRR coverage the first time (see 7.0, "Purchasing TRS or TRR Coverage" on page 16). To enroll family members, follow these steps:

1. Click the Enroll Member tab at the top of the page.

Note: The Enroll Member tab does not appear until after the sponsor has purchased coverage for the first time. See 7.0, "Purchasing TRS or TRR Coverage" on page 16.

- 2. On the Enroll Member tab, indicate the sponsor's FEHB eligibility by selecting the appropriate option button:
 - I am Not Eligible for FEHB. (selected by default) If the sponsor is not eligible for FEHB and wants to enroll family members, click Submit.
 - I am Eligible for FEHB. If the sponsor is eligible for the FEHB program or is currently covered under FEHB, either under their own eligibility or through a spouse with FEHB eligibility, the sponsor is excluded from purchasing TRS or TRR coverage. However, if the sponsor is not covered under (enrolled in) their spouse's FEHB, the sponsor can purchase TRS or TRR coverage. If the sponsor will be eligible for FEHB in the future, the sponsor may be eligible to enroll in TRS or TRR until their FEHB eligibility begins.
 - If the sponsor is eligible for FEHB, enter an eligibility start date in the field provided.

If the sponsor will be eligible for FEHB in the future, enter the date when their FEHB eligibility will start (up to 60 days in the future).

3. Click Submit. If the sponsor's FEHB status does not preclude enrollment, the Select TRS/TRR Coverage Begin Date page displays.

Information and Technology for Better Dec	cision Making	
	CADE Assiliantian (DODT)	
MDC Reserve Component Purchased TRI	CARE Application (RCPT)	A.)
	USER GUIDE PASSWORD HELP LOG	iou
Mambay Infa		
Member Into Enroll Member Diserroll Member	Access Mamber	
	Access Memoer	
Select TRS/TRR Coverage Begin Date		
Members may choose the start date of coverage based on multiple criteria including:		
Ŭ		
 Continuously Open Enrollment (beginning on the first day of either of the next 2 months) 		
 Qualifying Life Event (up to 30 days after marriage, birth, etc. is 		
recorded in DEERS)		
 Continuation Coverage (30 days before or after Loss of Active Duty TRICARE coverage) 		
 Survivor Coverage (Up to 30 days after sponsor's death). 		
Based on your data in DEERS, you are eligible to enroll on the dates listed below. Please choose the date you wish to start TRS/TRP, coverage		
below. Thease choose the date you wish to start into this coverage.		
C Continuously Open Enrollment: 12-01-2010		
C Continuously Open Enrollment: 01-01-2011		
O Birth or adoption of child: 11-16-2010		
Submit		
Castin		
	L	

- 4. On the Select TRS/TRR Coverage Begin Date page, select the date to begin TRS or TRR coverage from the available options by clicking the adjacent option button:
 - **Continuously Open Enrollment:** Coverage begins on the first day of the first or second month following the postmark of the Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28). For example, if the form is postmarked in March, the sponsor may choose for coverage to begin on the first day of the next month, April, or on the first day of the second month, May.
 - **Qualifying Life Event:** If a Qualifying Life Event has occurred (see 3.0, "Qualifying Life Events (QLEs)" on page 3) the sponsor has up to 60 days to enroll dependents after the Qualifying Life Event was recorded in DEERS.
 - Lost Coverage: The sponsor may purchase TRS or TRR coverage with no break in coverage 60 days before, or 30 days after Active Duty TRICARE eligibility is lost.
 - Survivor Coverage (TRS): If the sponsor is covered by TRS on the day of death, surviving family members may purchase or continue TRS coverage for up to an additional six months. See 2.3, "Survivor Coverage" on page 2.

- **Survivor Coverage (TRR):** If the sponsor is covered by TRR on the day of death, surviving family members may purchase or continue TRR coverage until the deceased would have reached age 60. See 2.3, "Survivor Coverage" on page 2.
- 5. Click Submit. The Confirm Addresses and Select Beneficiaries page displays.
- 6. Fill in the fields on the page:
 - **Residential Address:** The sponsor's address is filled in. Make corrections, if necessary.
 - **Billing Address**: If the sponsor's billing address is the "Same as Residential Address," then select the check box. Otherwise, provide a billing address.
 - Allow correspondence via E-mail: Click the check box and type the sponsor's e-mail address to receive correspondence by e-mail rather than the USPS. (E-mail addresses must be in the form <u>A@B.C</u>. A and B can be alphanumeric. C must be two to four (2-4) alphabetic characters.)
 - **Dependent(s):** The check boxes are checked by default for the dependents that are eligible for the sponsor to enroll in TRS or TRR. Uncheck the boxes of those dependents the sponsor does not wish to enroll.
- 7. Click Continue. The Print and Mail Form page displays.
- Click the "Click Here" link to generate a Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28). The form opens in a new browser window.
- 9. Print the Reserve Component Health Coverage Request form, then follow the instructions and ensure the sponsor's information is correct on the printed form.
 - a. The sponsor must review the information in Block 1 for accuracy and provide any corrections in Block 2.

- b. The sponsor must verify the information printed in Blocks 3–6.
- c. The sponsor must read Block 7, then sign and date the form.
- 10. Mail the form to the sponsor's enrollment contractor (shown in Block 6).

9.0 Disenrolling Family Members

- **Note:** See 3.0, "Qualifying Life Events (QLEs)" on page 3 for information on changing TRS or TRR coverage due to qualifying life events.
- If you select a voluntary disenrollment (last day of current month, for a QLE, or survivor coverage), you will not be eligible to re-enroll in TRS or TRR for 12 months. You can use the RCPTA up to 45 days before the 12-month lockout period ends to elect an enrollment, which will begin on the first effective day after the lockout period ends.
- If the sponsor is disenrolling due to FEHB eligibility or due to gaining other TRICARE coverage, you may return to this application and re-enroll in TRS or TRR coverage when the sponsor is again eligible.

Note: If any family members are listed in Block 1 that the sponsor does not wish covered by TRS or TRR, draw a single line through their names.

Follow these steps to disenroll the sponsor or family members from TRS or TRR.

1. Click the Disenroll Member tab at the top of the page.

Note: The Disenroll Member tab does not appear until after the sponsor has purchased coverage for the first time. See 7.0, "Purchasing TRS or TRR Coverage" on page 16.

	USER GUIDE PASSWORD HELP LOG
Member Info Enroll Member Disenroll Member	Access Member
elect TRS/TRR Coverage Termination Date]
lembers may choose the date to end TRS/TRR Coverage based on multiple otions including:	
 The last day of the current month (as long as coverage doesn't end prior) Qualifying Life Event (up to 60 days after divorce, death, etc. is recorded in DEERS) Gaining other TRICARE coverage* (60 days before or after coverage starts) Survivor Coverage (Up to 60 days after sponsor's death). 	
f TRICARE coverage is gained under another sponsor (i.e. your spouse), our TRS/TRR enrollment is not automatically terminated. you must complete iis disenrollment request to disenroll from TRS. When your other TRICARE overage ends, and if you are still eligible for TRS/TRR, you can re-enroll sing this site.	
ased on your data in DEERS, you are eligible to terminate coverage on the ates listed below. Please choose the date you wish to terminate TRS/TRR overage.	
C Last day of the current month: 07-31-2010 C Death of spouse or family member: 06-21-2010 C Member gained other TRICARE coverage (will disenroll the day prior):	

- 2. On the Disenroll Member tab, indicate the sponsor's FEHB eligibility by selecting the appropriate option button:
 - I am Not Eligible for FEHB. (selected by default) If the sponsor is not eligible for FEHB and wants to disenroll family members, click Submit.
 - **I am Eligible for FEHB.** If the sponsor is eligible for the FEHB program, indicate the date of FEHB eligibility in the provided field, and click Submit. If the system can automatically disenroll the sponsor and family members at this time, then the disenrollment is completed. In this case, a message displays, indicating that no further

action is necessary. However, if the system cannot automatically complete the disenrollment, the sponsor is required to submit a Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28) to the contractor.

- 3. On the Select TRS/TRR Coverage Termination Date page, select the date to terminate TRS or TRR coverage from the available options by clicking the adjacent option button:
 - Last day of the current month: Coverage ends on the last day of the first or second month following the postmark of the Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28). For example, if the form is postmarked in March, the sponsor may choose for coverage to end on the last day of the next month, April, or on the last day of the second month, May.
 - **Qualifying Life Event:** If a Qualifying Life Event has occurred (see 3.0, "Qualifying Life Events (QLEs)" on page 3) the sponsor has up to 60 days to disenroll dependents after the Qualifying Life Event was recorded in DEERS.
 - **Member gained other TRICARE coverage:** Specify the date the sponsor's other TRICARE coverage will begin. TRS or TRR coverage will end one day before that date.
- 4. Click Submit. The Confirm Addresses and Select Beneficiaries page displays.
- 5. Fill in the fields on the page:
 - **Residential Address**: The sponsor's address is filled in. Make corrections, if necessary.
 - **Billing Address**: If the sponsor's billing address is the "Same as Residential Address," then select the check box. Otherwise, provide a billing address.
 - Allow correspondence via E-mail: Click the check box and type the sponsor's e-mail address to receive correspondence by e-mail rather than the USPS. (E-mail addresses must be in the form <u>A@B.C</u>. A and B can be alphanumeric. C must be two to four (2-4) alphabetic characters.)
 - **Dependent**(s): Click the check boxes of those dependents you wish to disenroll from TRS or TRR.
- 6. Click Continue. The Print and Mail Form page displays.

MDC Reserve Co	Information and Technology for Better Decision Making	RCPTA)
		USER GUIDE HELP LO
Member Info P	irchase Coverage	
Print and Mail Form		
/our FEHB status has been upo	ated in DEERS.	
Member must contact the enroll effective dates since RCPTA wil	ng contractor to confirm the retroactive enrollment and the actual total premiums due for not calculate pro-rations but rather will present amounts based on the full monthly pre	or retroactive emium.
Please <u>Click Here</u> for a printable	version of your form.	
Print your form and mail it to you IRS/TRR, you must return to thi disenrollment at that time.	regional contractor. Should your FEHB status change at any time while you are enrolle application and update your FEHB status on DEERS. This application will facilitate yo	ed in ur
f your coverage ends because y f you wish to restart your covera status. You will be able request our TRICARE benefits end to e Juty benefits, you can enroll unc	ou gain other TRICARE coverage, you will be required to re-enroll in TRS/TRR using th i.e. You must meet all eligibility requirements at that time, including Selected Reserve a enrollment 60 days prior to the end of your Active Duty TRICARE benefits. You have 30 roll with continuous coverage. If don't request enrollment within 30 days of the end of y er the Continuously Open Enrollment option thereafter.	iis application and FEHB days after your active

- Click the "Click Here" link to generate a Reserve Component Health Coverage Request form (see 11.5, "Reserve Component Health Coverage Request (DD Form 2896-1)" on page 28. The form opens in a new browser window.
- 8. Print the Reserve Component Health Coverage Request form, then follow the instructions and ensure the sponsor's information is correct on the printed form.
 - a. The sponsor must review the information in Block 1 for accuracy and provide any corrections in Block 2.
 - b. The sponsor must verify the information printed in Blocks 3–6.
 - c. The sponsor must read Block 7, then sign and date the form.
- 9. Mail the form to the sponsor's enrollment contractor (shown in Block 6).

10.0 Logging Off

When you have finished using the application, be sure to log off.

- Click LOGOUT at the top right of any RCPTA page.
 - For RC Members, the Welcome page displays, allowing them to log on to the application again.
 - For Verifying Officers, a message displays, confirming that the session has ended.

For maximum security, close your browser.

Note: You are automatically logged off the application after a period of inactivity.

11.0 Resources

11.1 TRICARE Reserve Select and Retired Reserve Web Site

TRICARE maintains a web site that provides information about its health plan options, including the TRICARE Reserve Select and TRICARE Retired Reserve Programs. Access the site at http://www.tricare.mil/mybenefit/home/overview/Plans/.

11.2 Reserve Component Points of Contact

If you have questions about your eligibility for the TRS or TRR Programs, contact the appropriate Reserve Component representative. Access the Reserve Component Points of Contact list at <u>http://www.defenselink.mil/ra/html/tricare.html</u>.

11.3 RCPTA Online Help

The online help system for the RCPTA contains the same information that is in this user manual.

• To access the online help, click HELP on the top right of any page.

A new window opens, displaying the help system.

11.4 RCPTA User Manual

You can download a copy of this user manual for the RCPTA from the application. The user manual contains all of the information in the online help pages, plus additional graphics.

To view the user manual, click USER GUIDE at the top right of any RCPTA page. The user manual opens in a new window.

You can also view and download the user manual from the Welcome page before you log on to the RCPTA.

11.5 Reserve Component Health Coverage Request (DD Form 2896-1)

PRIVACY	ACT STATEMENT	
AUTHORITY: 10 U.S.C. 1076d and 1076e. PRINCIPAL PURPOSE(S): This form is used by certain Reserve Co coverage under the TRICARE Reserve Select and TRICARE Retired	mponent members and retired members to purchase or make changes to Reserve (TRR) health plan. Please see 32 CFR 199.24(c) and 199.25(b)	for a
list of eligible beneficiaries. ROUTINE USES(9): In addition to those disclosures generally permi Federal, State, local and foreign government agencies, private busine fraud, program abuse, program integrity, or civil and criminal litigation	ted under 5 U.S.C. 552a(b) of the Privacy Act, disclosures may be made 1 sentities, and individual providers of care on matters relating to entitlem related to the operation of the TRICARE Reserve Select and TRICARE R	to ent, etired
Reserve programs. DISCLOSURE: Voluntary; however, failure to furnish all requested ir Select or TRICARE Retired Reserve health plan coverage.	formation will result in the applicant being unable to obtain TRICARE Res	erve
IN	TRUCTIONS	
Please review the information in Block 1 for accuracy and provide co Block 6 if paying initial payment by Visa or MasterCard. Finally, sign	rections in Block 2. Then, verify the information printed in Blocks 3 - 6 and n Block 7 and submit to address in Block 6 along with correct payment.	d sign
Submission of this form does not automatically result in a requested a	ction. You must meet all qualifications and follow all procedures.	
POLICY PREMIUMS: Premiums are updated annually. Obtain curr	ent premium rates from <u>www.tricare.osd.mil/</u> .	
MEMBER INFORMATION: If any of this information is incorrect, plea you want covered, please contact a RAPIDS Office (Military Identifica <u>www.dmdc.osd.mil/rsl/owa/home</u> to locate your nearest RAPIDS offic draw a single line through their names. Failure to have accurate int processing.	se make corrections on this form. If you have family members not listed tion Card Issuing Office) to determine their eligibility status in DEERS. Vis e. If there are family members listed below that you do not wish covered, ormation in DEERS may result in delays in enrollment, treatment, or	below sit please claims
1. INFORMATION IN DEERS	2. CORRECTIONS AND UPDATES TO DEERS INFORMATION	
Sponsor's SSN: 666-00-0000	Home Address:	
Sponsor's Name: Flintstone, Fred	1600 Pennsylvania Avenue	
Sponsor's DOB: 09-27-	Washington, DC 20050 United States of America	
Affected Family Members:		
Flight Fight Flight Stranger Flight Stranger Balling	Billing Address: same as home address	
Flintstone, Fred. Flintstone, Wilma. Flintstone, Pebbles.	E-mail: fred@slate.com	
Flintstone, Fred. Flintstone, Wilma. Flintstone, Pebbles. Flintsone, BamBam	Billing Address: same as home address E-mail: fred@slate.com	
Flintstone, Fred. Flintstone, Wilma. Flintstone, Pebbles. Flintsone, BamBam	Billing Address: same as nome address E-mail: fred@slate.com	
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Flintstone, Fred. Flintstone, Wilma. Flintstone, Pebbles. Flintsone, BamBam	Billing Address: same as nome address E-mail: fred@slate.com	
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