**To:** University System of Georgia (USG) Benefits Participants

Thank you for your continued partnership as we move to the new OneUSG Connect –

Benefits system.

**Important Actions to Take**

**1. Continue making your benefits premium payments on a timely basis**. To ensure your benefits are not interrupted, continue to make your premium payments timely. All payments are due upon receipt.

**2. Set up your direct debit payments.** Please provide your banking information for direct debit no later than **November 30, 2017**. To set up direct debit payments:

 Visit **OneUSGConnect.usg.edu**. In the **Manage My Benefits** section, click the **USG Retirees and COBRA Participants** link. Then, after you log in to the OneUSG Connect – Benefits website, click the **Pay for Benefits Automatically** tile and enter your banking information

**or**

 Contact the OneUSG Connect – Benefits Call Center at **1-844-5-USGBEN**

(1-844-587-4236) to provide your banking information over the phone.

After you set up your direct debit payment, your next scheduled debit will include all premium payments due through that date. Premium payment by direct debit occurs on the first business day of each month.

**3. Review your statement**. If your statement does not reflect the correct coverage level, please contact the OneUSG Connect – Benefits Call Center at **1-844-5- USGBEN** (1-844-587-4236).

USG is committed to providing an effective benefits experience for our employees and retirees. If you have questions or need assistance, please contact the OneUSG Connect – Benefits Call Center at **1-844-5-USGBEN** (1-844-587-4236).