



**STATE OF HAWAII**  
**HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**  
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April 17, 2020

**FOR EMPLOYERS ONLY**

**TO:** Departmental Human Resource Officers  
County Personnel Officers

**FROM:** Derek M. Mizuno, Administrator 

**SUBJECT:** EUTF Enrollment Tips for Employers

Extension of the 2020 Active Employee Open Enrollment

The 2020 Active Employee Open Enrollment (OE) has been extended to May 15, 2020. Employers must submit all enrollment forms to EUTF by May 22, 2020. As reminder, all OE enrollment forms and related supporting documents must be sent to EUTF by mail, State courier or Axway. Faxing is not allowed to avoid receipt of duplicate forms. Walk-ins are not accepted during the COVID-19 pandemic, to maintain social distancing.

Axway Secure File Transfer

If you are interested in setting up an Axway account to securely transmit EUTF enrollment forms and supporting documents, please contact Ray Kan at 587-5435 for more information.

Electronic Signatures

EUTF will accept an employee and/or employer's electronic signature. Employers must ensure the use of e-sign or other employer authorized electronic signature format to authenticate employee's signatures.

Submission of EC-1/EC-1H Forms and Supporting Documents

For mid-year plan changes, please submit all EC-1/EC-1H forms and applicable supporting documents to the EUTF even if you receive them after the filing deadlines (45 days [180 days for birth] after the qualifying life event). The EUTF will make the determination whether the documents are past the deadlines and communicate the decision to the employee. Copies of the EC-1/EC-1H Forms can be found on the EUTF website at [www.eutf.hawaii.gov](http://www.eutf.hawaii.gov).