

How to Enroll into TRS

1. Log on to <http://www.dmdc.osd.mil/appj/trs/index.jsp>
2. Click "RC member". RC stand for Reserve Component
3. You will then be given the option to log in using your DS Logon, CAC or DFAS pin. Choose the correct tab and enter needed info, then click login
4. You may be asked what site your are trying to access, scroll down list until you see the TRICARE Reserve select option,
5. If asked to login again, choose preferred method again and re-enter needed info
6. Once logged in you should be able to see your account information that is populated from DEERS. This will include dependents as well.
7. On the top of this screen there should be a tab that says "purchase coverage". Select this option to move along in the process. If the tab is not listed there please call me and I can check why that is.
8. On the next screen select that you are not eligible for Federal Employee Health Benefits (FEHB). These are benefits that Federal employees such as Permanent Technicians and Postal workers are eligible for. If you are eligible you cannot enroll into TRS
9. On the next screen you will be able to pick the effective date of coverage you want TRS to begin.
10. Now a screen should populate that has all of your info such as address, listed on it.
11. Verify all the information is correct, enter mailing address and payment option, it is recommended that you sign up for automatic payments as if you miss one payment you will be locked out of benefit and not be eligible for coverage for 1 year
12. Print the sheet off
13. Sign the form by your credit info (if applicable) and at the bottom of the page before mailing or faxing it in.
14. The mailing address is as follows:

Health Net Federal Services, LLC
P.O. Box 105402
Atlanta, GA 30348-5402

The fax # is 1-888-299-4114

As long as it received sometime this month coverage will start the first of next month