

PORTABILITY PROCEDURES

HYATT LEGAL PLANS, INC.

If you wish to continue your legal plan benefit after retiring or terminating employment with **Arlington ISD**, you must enroll for portable enrollment within **30 days** of your last day of employment.

To apply for portable enrollment:

- An employee needs to call Hyatt's Client Service Center at **1-800-821-6400**, Monday-Friday (8am - 7pm ET). A highly trained Client Service Representative will assist you in the application process.
- Enrollment is prepaid via remittance of a lump sum payment equal to your legal plan's monthly rate times 30 months (**\$16.50 x 30 months = \$495.00**).
- Your canceled check or credit card statement will serve as confirmation of your enrollment.
- Portable enrollments will remain effective for a 30 month period and refunds will not be issued.
- Under portable enrollment, dependent definitions are the same as those for active Employees.
- The covered services and exclusions are the same as those under your current plan. Please visit **www.legalplans.com** or call **1-800-821-6400** for plan details.

If you should have any questions, please do not hesitate to call Hyatt's Client Service Center.

Hyatt Legal Plans

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