



With MyHealthBenefits, you are able to do much more than enroll in benefits. The platform allows you to add or remove dependents, modify beneficiary designations and access a comprehensive resource library with important information about your plan.

After the open enrollment period, the system is available year-round to check your benefit information or record a family status change. This reference guide will help you log into your benefits system and walk you through the enrollment process. Let's get started.

LOGGING IN

1. In your web browser, enter:
www.myhealthbenefits.com
2. You will be directed to the benefits system login page. All users will be required to go through the registration process to create a new username and password.
3. To register for an account, click **Create New Account**. If you have already registered for a new account, skip steps 4-5.
4. Complete the registration process. You will be required to validate your account with an active email address.
5. Once your email address has been validated, your account has been successfully created. Click **Log In** to enter your account.
6. Enter your username and password, and the system will prompt you to validate your identity by entering a code (sent via phone call, text message or email). This second step in the authentication process will be required every time an attempt to access your account is made from a device the system does not recognize.
7. Upon completing the multi-factor verification, you will be taken to your benefits dashboard.

ENROLLING IN BENEFITS

1. On your benefit's dashboard, click **Open Enrollment**.
2. Before you begin your enrollment, you will be asked to verify your personal information. To begin the verification process, click **Get Started**.
3. When you have finished the verification process, click **Proceed to Open Enrollment** to begin enrolling in benefits.
4. Starting with your first Benefit Election, MyHealthBenefits will guide you through the election process for all benefit types available to you.
5. Click the appropriate option/link that indicates the action you want to take for each benefit type available to you. If you want to change any of your elections, click **I would like to change my election**. When making changes, use the Next and Back buttons to move from page to page. If you make changes, be sure to click **Save** after making each change.
6. If you are satisfied with your elections, click the red button labeled **Click here to submit your election** to complete your enrollment.
7. You will then be prompted to print or save a summary.