

Staff Member Self Service (SMSS) Open Enrollment Instructions Open Enrollment Dates: November 1 - 15

Step 1: LOG IN

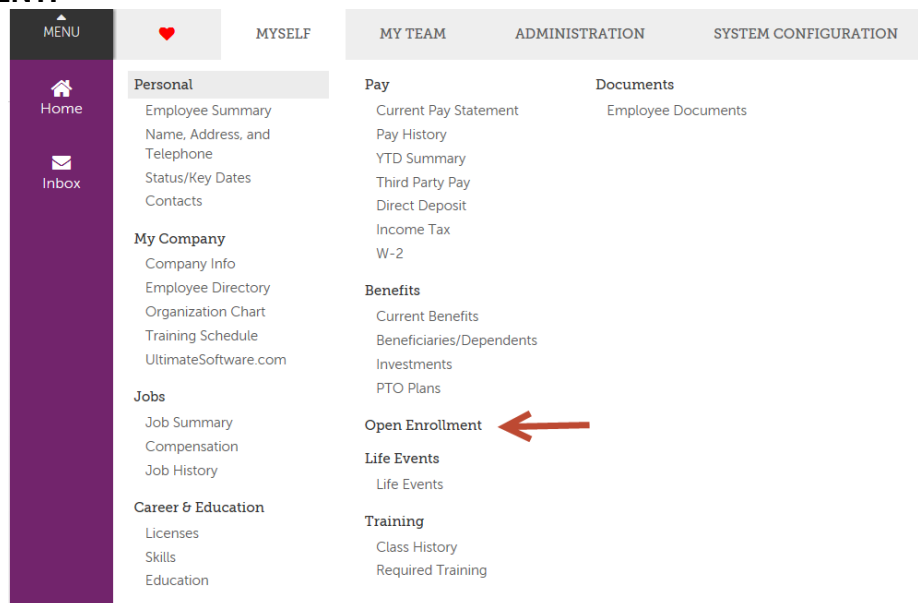
From a HonorHealth computer: Hover over – Employee Tools - click on Staff Member Self Service or the login link at <https://n12.ultipro.com/Login.aspx> .

From a home PC or tablet: Go to www.honorhealthbenefits.com - Click on – Staff Member Self Service. You will need to view the desktop version, if using your tablet or phone.

(If logging into SMSS for the 1st time, your Username is your employee ID#, Password is your date of birth – November 10, 1970, enter as 11101970)

Step 2: GO TO BENEFITS ENROLLMENT

Once logged in to Staff Member Self Service, hover over **MYSELF** then click on **OPEN ENROLLMENT**.



Step 3: MAKING ELECTIONS

On the enrollment screens you will be asked to verify dependent information for your benefit elections as well as make elections for the following benefits;

1. Medical
2. HSA – *only if enrolling in the High Deductible Health Plan*
3. FSA – *flexible spending accounts must be enrolled in if you would like the benefit for the 2019 plan year*
4. Dental
5. Vision
6. Legal Plan

Important! If you enroll a new dependent (spouse and/or child) during Open Enrollment, you must provide proof of dependent status for that individual, such as a marriage license for your spouse and a birth certificate for a child. Please fax to (480) 882-5802, or scan and e-mail the documents to employee.benefits@honorhealth.com. Please include your full name and employee ID# on the documents sent. If enrolling a Domestic Partner, a Domestic Partner Enrollment Form must be completed. You can find this on the Employee Benefits site, www.honorhealthbenefits.com, click on Resources, Eligibility and enrollment forms, click on Download the domestic partner benefits enrollment form. Once completed, please fax or email to Employee Benefits.

About Open Enrollment

Verify Beneficiary And Dependent Information

Medical Plan

Health Savings Account

HSA CONTRIBUTION SINGLE

HSA CONTRIBUTION FAMILY

HSA CONTRIBUTION CATCH-UP

Flex Spending Accounts

FLEXIBLE SPENDING MEDICAL

FLEXIBLE SPENDING LIMITED PURPOSE

DEPENDENT CARE SPENDING ACCT

Dental Plan

Vision Plan

Legal Plan

HYATT LEGAL METLAW

Confirm Your Elections Or Changes

About Open Enrollment



Welcome to the 2019 Open enrollment session. This is a passive enrollment so please review your 2019 election options. A passive enrollment means your current benefits will rollover in 2019. The exception is your Flexible Spending Accounts, you MUST re-enroll in a flexible spending account for out of pocket healthcare and dependent care expenses to maintain this benefit in 2019. Open Enrollment ends at 10 pm Arizona time on Thursday November 15th, 2018. Enrollment elections will be effective on January 1, 2019. Premium changes will reflect on the January 11, 2019 paycheck. To begin, start by clicking on the "NEXT" button at the top of this screen. At the very end you will be asked to confirm and submit your elections.

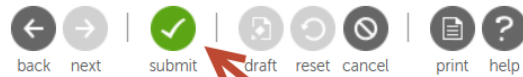
Use the next button to move to your next election. On each enrollment screen, you will find a **Read More** link. Click this link to access specific information for each benefit.

Step 4: REVIEW & SUBMIT YOUR BENEFIT ELECTIONS

Review your benefit elections, and click SUBMIT. The next screen will show your current benefit elections first, your new benefit elections second, and then your declined benefits. From this screen, you may also print your benefit election confirmation statement for your records.

Please note: even if you have made no changes, please be sure to click the Submit button to close out your session.

Confirm Your Elections or Changes



This page shows a summary of the changes you are about to make. Please verify your changes carefully before submitting. If you need to make any edits you can do so by selecting the plan type or plan description hyperlink to return to the election page. When you are satisfied with your changes, please click the Submit button on the toolbar.

Please take a moment and review your personal information in UltiPro/Staff Member Self Service. Please ensure all personal information is accurate including email, phone, and address. If you need to make any changes go to Menu - Myself- Name, Address, and Telephone, Edit.

***For additional voluntary benefits, please be sure to visit or email a Benefit Educator at your campus:
Mike Phipps: mike.phipps@honorhealth.com Cody Burton: cody.burton@honorhealth.com
Heath Newman: heath.newman@honorhealth.com Kristan Gray: kristan.gray@honorhealth.com

Or Contact us at
(877)768-7182

Email: employee.benefits@honorhealth.com