

Open Enrollment Instructions Open Enrollment is November 1st – 15th, 10pm AZ time

Step 1: TO GET TO STAFF MEMBER SELF SERVICE and LOG IN:

From the Employee Site: Hover over Employee Tools – Click on Staff Member Self Service, or <https://n12.ultipro.com/Login.aspx>.

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

Your User Name is your Employee ID#. Password: If logging in for the 1st time see below- (Your Initial Password is your Date of Birth in the mmddyyyy format (no slashes or dashes). You will then be prompted to change your password.)

The screenshot shows the HonorHealth Staff Member Self Service login interface. At the top, there is the HonorHealth logo and a purple bar with the text "Staff Member Self Service". Below this, the "User Name:" field is labeled "Enter your Employee ID number". The "Password:" field has instructions: "If you are using SMSS for the first time, enter your employee ID number as your user name and date of birth as the password. Your birth date must be entered in the following format: mmddyyyy (no slashes or dashes). You will then be prompted to change your password. Password Requirements: Minimum of 8-15 characters, it must include at least one upper case letter, one lower case letter, one number and one special character. (!?#@\$%)". A link for "Forgot your password?" is provided. A "Log In" button is located at the bottom right of the login form. At the bottom of the page, there is a note: "For an optimal experience, use these browsers: Internet Explorer 11.0 Firefox 58.0 Chrome 65.0 Unexpected results may occur when using other browsers."

Step 2: ONCE YOU HAVE LOGGED IN:

Click on **MENU** located at the upper left corner. Hover of **MYSELF**. Click on **OPEN ENROLLMENT**.

Step 3: ADDING DEPENDENTS & BENEFICIARIES-Verify Beneficiary and Dependent Information:

Dependent and/or beneficiary information for your benefit elections will be added here. You may already see an emergency contact listed, please edit the dependent, if needed. To add additional dependents, click Add. Be sure that the social security #, date of birth, gender, and relationship are entered/selected. Once all dependents have been added, click **Next**.

*Do not add a duplicate dependent for the same individual. You must have the Social Security number of the dependent you want to add.

Enrollment Tip

When you enroll your family members in any of the plans, be sure to make photocopies of each dependent's birth certificate and your marriage license if enrolling a spouse. You will need to provide these documents **by December 15th** in order for your dependents to have coverage. If enrolling a Domestic Partner, a signed affidavit is required. You may find the Domestic Partner application at www.honorhealthbenefits.com. Click on Resources, Eligibility and Enrollment forms, and Download the Domestic Partner Benefits Enrollment form.

Please send documents with your employee ID# noted to:
employee.benefits@honorhealth.com or fax to: 480-882-5802

Step 4: MAKING YOUR ELECTIONS

You will now be choosing elections for you and your covered dependent(s) in the following benefits:

- | | |
|-----------------------------------|-------------------------------|
| -Medical | -Dental |
| -Vision | -Health Savings Account (HSA) |
| -Flexible Spending Accounts (FSA) | -Financial Wellness Benefit |
| -Legal Plan Benefit | |

You will elect or decline each available plan. 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 5: CONFIRM YOUR ELECTIONS OR CHANGES

Review your benefit elections. Once you have reviewed your elections click SUBMIT, then click OK. The next screen will show your Confirmation page. Please print your benefit election confirmation statement for your records.

If at any time you need assistance, please reach out to a Benefit Educator:

Heath Newman, hnewman@honorhealth.com

Kristan Gray, krgray@honorhealth.com

Or

Call our benefits line at 480-583-4588, email us at employee.benefits@honorhealth.com, or visit us at www.honorhealthbenefits.com

For additional assistance logging into Staff Member Self Service, please contact the IT Service Desk at 480-882-4357

IMPORTANT NOTICE

This is a **PASSIVE** enrollment. Your current benefits elections will roll-over to the 2022 plan year as-is. The exception is flexible sending. You **MUST** enroll in flexible spending if you would like this benefit for the 2022 plan year.