

## Updating/Changing Your Beneficiaries in Staff Member Self Service

### Step 1: TO GET TO STAFF MEMBER SELF SERVICE:

*From the Employee Site:* Employee Tools – Staff Member Self Service or use this link at <https://n12.ultipro.com/Login.aspx>.

*From a home PC or tablet:* Go to [honorhealthbenefits.com](http://honorhealthbenefits.com) - Click on Staff Member Self Service on the left side of the screen. (You will need to view the desktop version, if using your tablet.)

The screenshot shows the login page for HonorHealth Staff Member Self Service. The page title is "HONORHEALTH Staff Member Self Service". It includes a "User Name" field with the instruction "Enter your Employee ID number" and a "Password" field with detailed 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. (!?#@\$%)". There is also a "Forgot your password?" link. Below the fields is a "Log In" button. At the bottom, there are browser recommendations: "For an optimal experience, use these browsers: Internet Explorer 11.0, Firefox 47.0, Chrome 52.0. Unexpected results may occur when using other browsers." Three red callout boxes with arrows point to specific parts of the page: one points to the top left area with the text "This box may or may not appear. No worries! See below for more info.", another points to the "User Name" field with the text "Enter your Employee ID# here", and the third points to the "Password" field with the text "Enter your date of birth here. If your date of birth is November 1, 1975, enter 11011975. You will then be prompted to reset your password."


### TO LOG IN:

Your User Name is your Employee ID#.

If logging in for the 1<sup>st</sup> time: 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.

### Step 2: ONCE YOU HAVE LOGGED IN:

Hover over **Myself**  to the upper left of the screen. Click on **LIFE EVENTS**. Click on **Beneficiary Election/Change**.

### Step 3: ABOUT THIS LIFE EVENT:

Click **Next**. Please note this update is for your company paid life insurance and voluntary life insurance (if elected).

### Step 4: VERIFY BENEFICIARY and DEPENDENT INFORMATION:

Those you want to elect as your beneficiaries will be added here. If a name of a beneficiary is listed, be sure that the Beneficiary box is checked. If box is not checked, click on Edit and check the Beneficiary box, Save. To add additional beneficiaries, click Add. Be sure that the relationship is

selected and you check Beneficiary in the Designation section. Click **Save**. Once all beneficiaries have been added, click **Next**.

**Step 5: DESIGNATING ALLOCATIONS TO YOUR BENEFICIARIES:**

Click in the radial to the left of BASIC LIFE 1X SALARY WITH MINIMUM. You will see the names of those that have been marked as Beneficiary in Step 4. Click on the square to the left of the name you want to designate, select if Primary or Secondary. Enter the percentage you want to designate. Do this for each beneficiary. Your total percentage must equal 100%. Click **Next**.

**Step 6: CONFIRM YOUR ELECTIONS OR CHANGES**

Review your benefit elections under New Benefits. 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 feel free to reach out to the Employee Benefits Team at 480-583-4588 or [employee.benefits@honorhealth.com](mailto:employee.benefits@honorhealth.com)

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