


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 HonorHub Site:– Log into your HonorHealth account with your Network User Name and Network password. Click on the Staff Member Self-Service tile to the right.

From a home PC or tablet: Go to <https://honorhealth.ultipro.com>. Enter your Network Username, Enter your Network Password.

Step 2: ONCE YOU HAVE LOGGED IN:

Hover over  located at the upper left corner. Scroll down and 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 Health and download the Domestic Partner Benefits Enrollment form.

Please send documents with your employee ID# 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 (Deer Valley, Sonoran)

Kristan Gray, krgray@honorhealth.com (Remote employees)

Jennifer Bracy, jbracy@honorhealth.com (ICP, Shea)

Nina Williams, ninwilliams@honorhealth.com (JCL, TPK)

Bryan Pack, bpack@honorhealth.com (Osborn)

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 2024 plan year as-is. The exception is flexible spending. You **MUST** enroll in flexible spending if you would like this benefit for the 2024 plan year.