

## Staff Member Self Service Open Enrollment Instructions

### Step 1: LOG IN

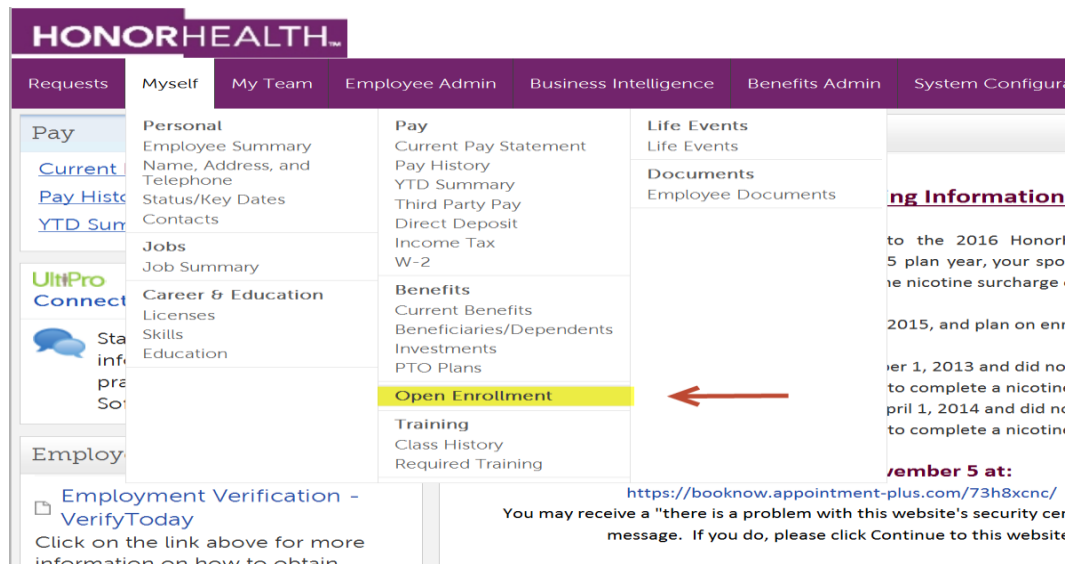
From a HonorHealth computer: Click on Human Resources – Pay and Compensation - Staff Member Self Service or the login link at <https://n12.ultipro.com/Login.aspx>.

From a home PC or tablet: Go to [www.honorhealth.com](http://www.honorhealth.com) - Click on Employee Resources – Staff Member Self Service – click here to log in. You will need to view the desktop version, if using your tablet.

If you have forgotten your password, contact the IT Service Desk at (480) 882-4357 to have your password “re-set.”

### Step 2: GO TO BENEFITS ENROLLMENT

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

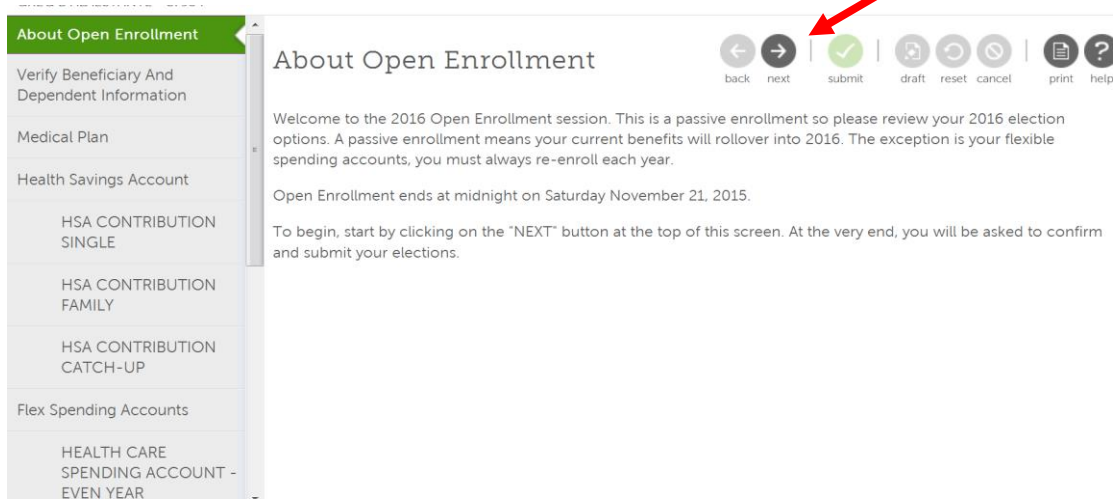


### Step 3: MAKING ELECTIONS

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/FSA
3. Dental
4. Vision
5. Critical Illness
6. Accident Plan
7. Legal Plan

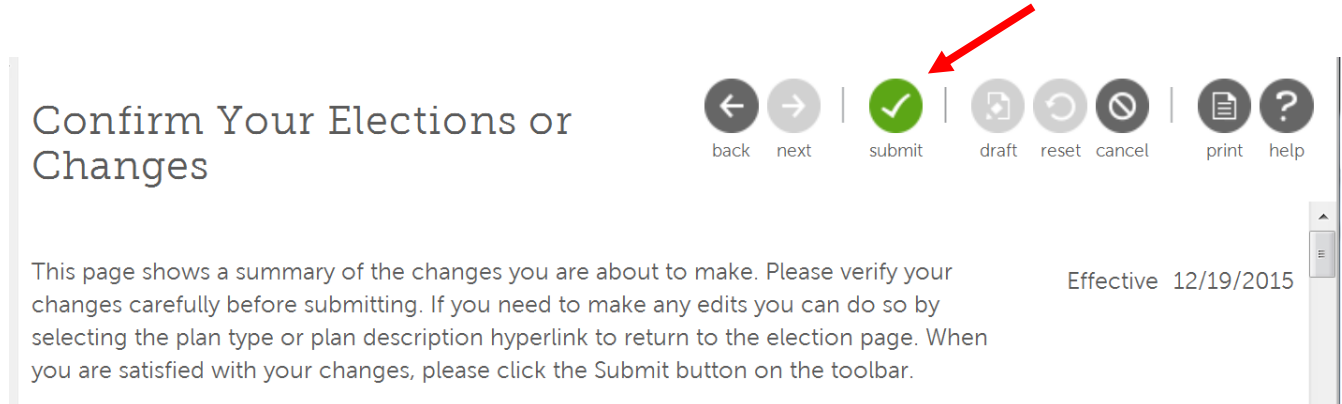
**Important! If you enroll a new dependent (spouse or child) during Open Enrollment, you must provide proof of dependent status for that individual, such as a marriage license for your spouse and a birth certificate for a child. Please fax to (480) 882-5802, or scan and e-mail the documents to [employee.benefits@honorhealth.com](mailto:employee.benefits@honorhealth.com). Please include your full name and employee ID# on the documents sent.**



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.



If at any time you need assistance, please feel free to reach out to Employee Benefits at (480)323-4667 or [employee.benefits@honorhealth.com](mailto:employee.benefits@honorhealth.com)