How to Enroll into Health Benefits via Employee Self Service (Employee Only Coverage):

This guide is your go-to resource for navigating the enrollment process with confidence. Whether you're just starting out or looking to review your options, this guide is here to support you every step of the way.

Employees who are employed by MetroPlus will be required to select from the MetroPlus Health Plans for the first year (365 days)

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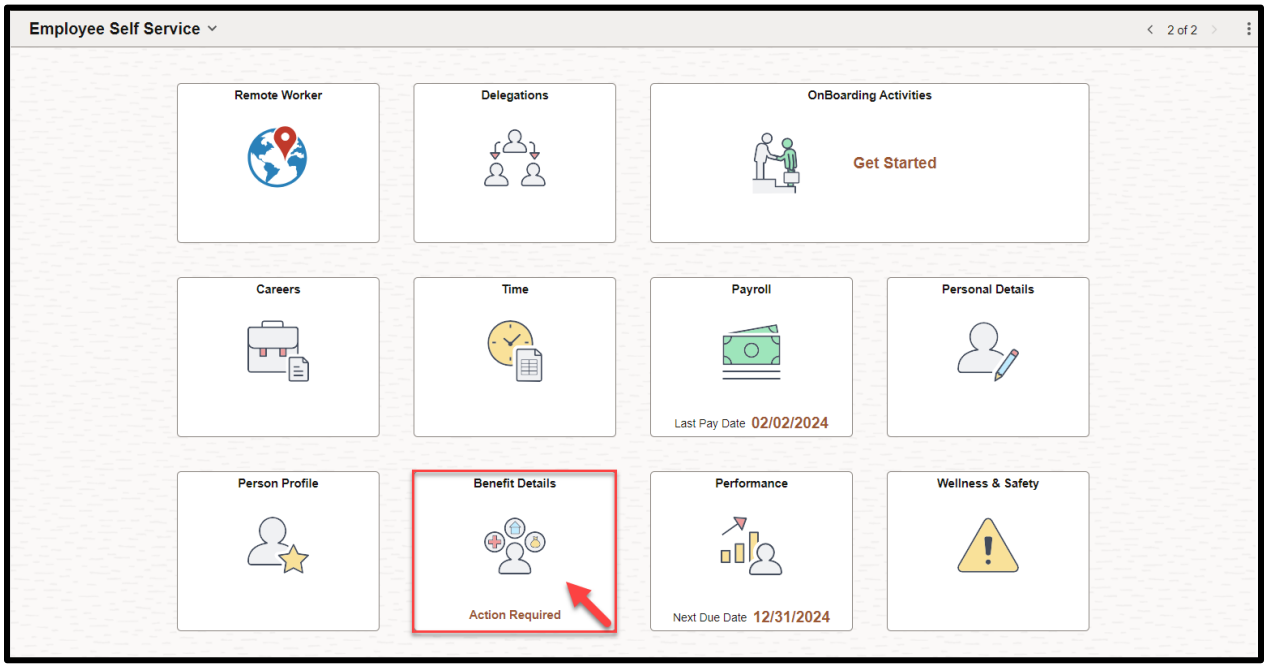
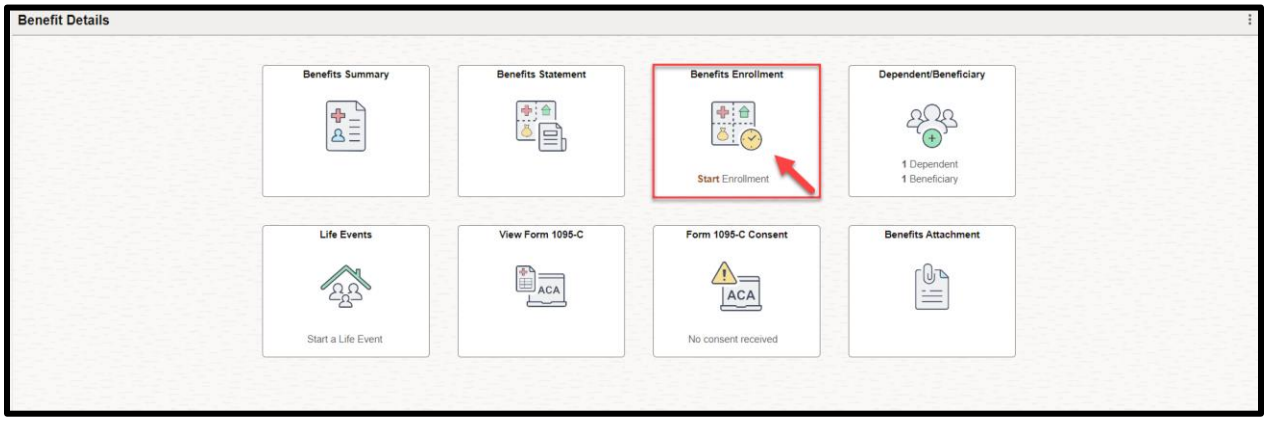
How to Enroll into Health Benefits via Employee Self Service (Employee Only Coverage):

Navigating to New Hire Event

1. After successfully authenticating and logging into Employee self service, click the ***Benefits Details tile.***



2. Navigate to ***Benefits Enrollment.***



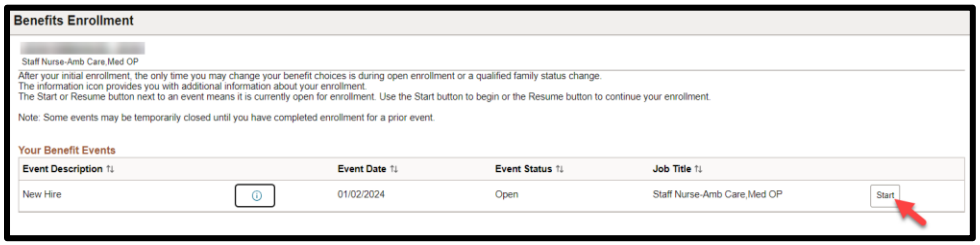
How to Enroll into Health Benefits via Employee Self Service (Employee Only Coverage):

Navigating to Benefits Enrollment

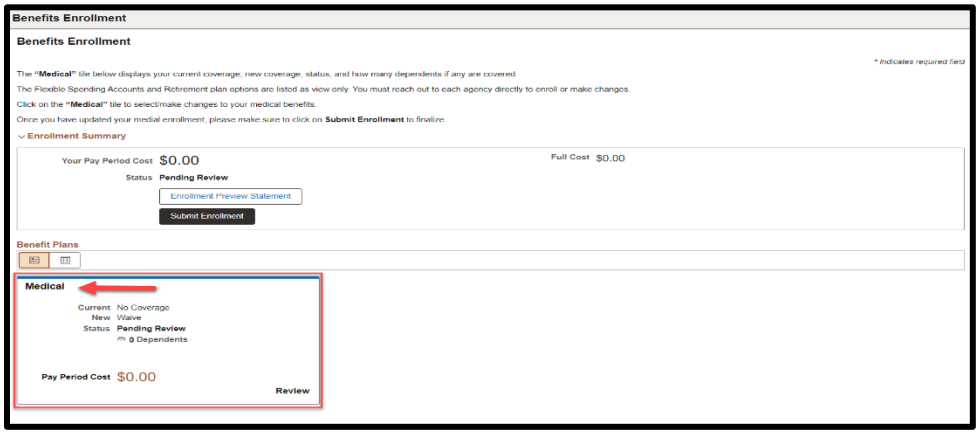
IMPORTANT: You have **31 days** from the date of your event to enroll into your health benefits.-If you have passed your 31 day mark, please refer to the following guide for **Qualifying Event**

Please Note: Event Description → This is your Qualifying Event
Clicking the blue "i" button will give you a brief description of the Qualifying Event
Event Date →This is the date your new Benefits Coverage will take effect
Event Status → Only Events in an Open or Submitted Status can be edited

3. Click the **"Start"** button to continue.



4. Click the **"Medical"** tile to enroll/change your Medical coverage.
Please note: The flexible spending accounts and retirement plan options listed are view only. You must reach out to each entity directly to enroll/make changes

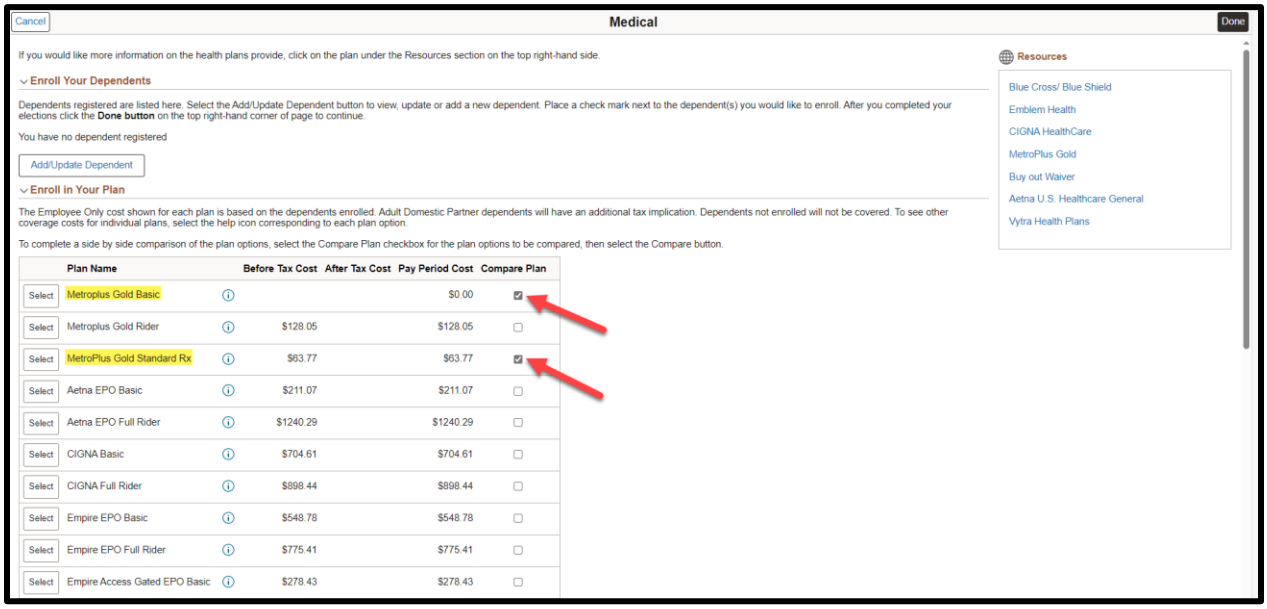


How to Enroll into Health Benefits via Employee Self Service (Employee Only Coverage):

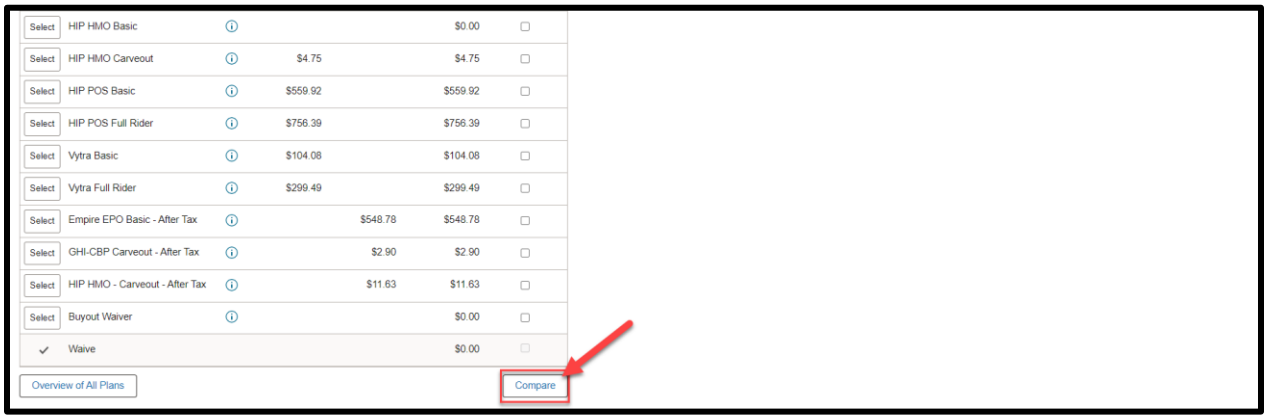
Benefit Plan Comparison

The health plan comparison page is a valuable tool that allows you to compare different health insurance plans based on various factors such as coverage, cost, and geographic service area.

5. Select the plans you would like to compare, by clicking the **"Compare Box"** at the end of plan row.

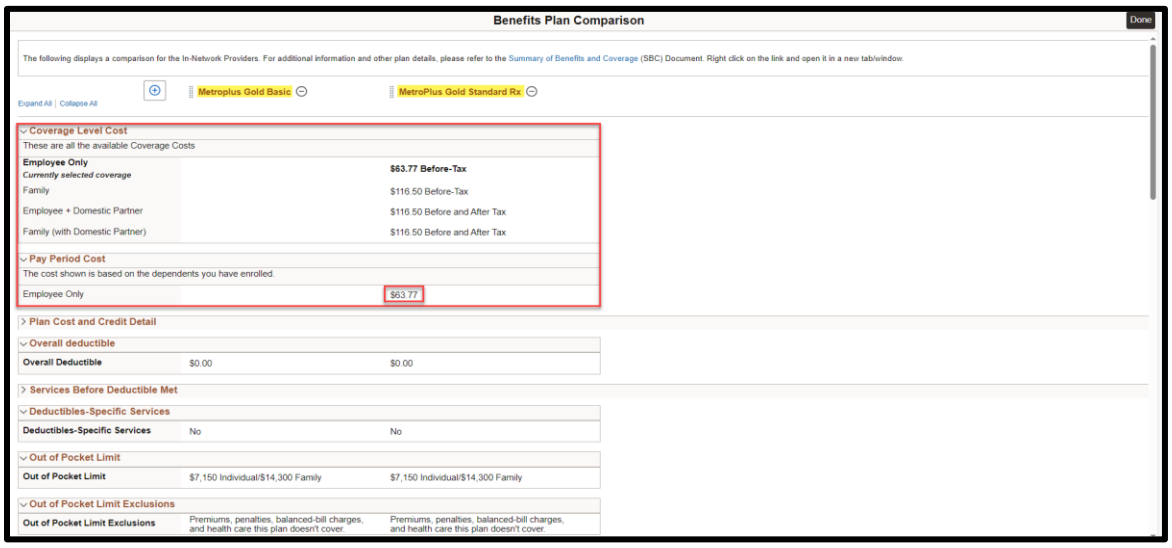


Click "**Compare**" to view a side-by-side comparison of health plans.

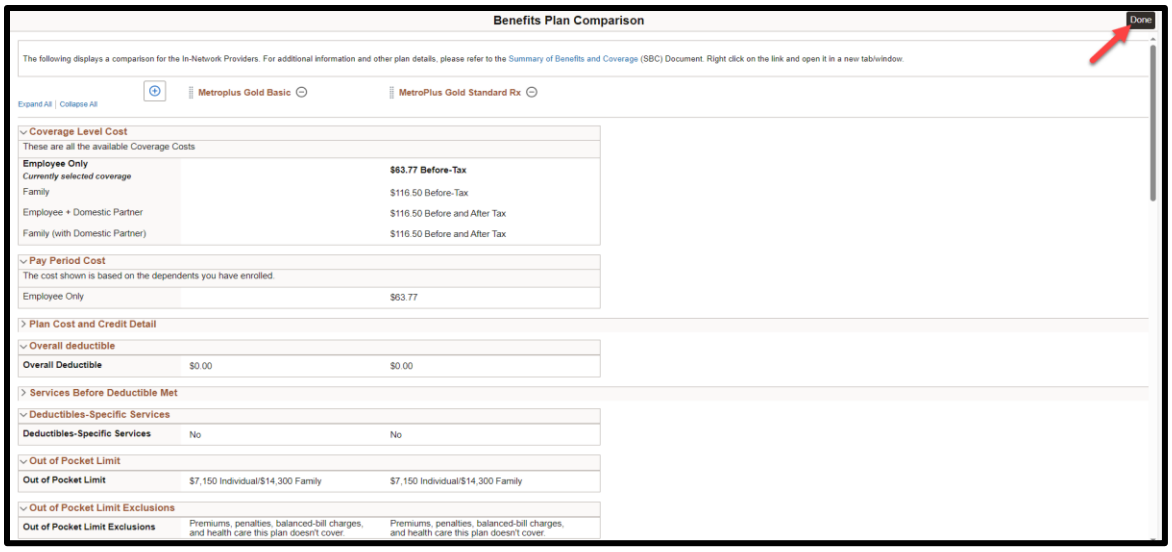


Benefit Plan Comparison

The page will generate a side-by-side comparison of available health plans to help make an informed decision. This resource aims to simplify the complex process of choosing a health insurance plan by providing clear and concise information to assist you in selecting the best plan that meets you and your dependents (if any) healthcare needs.



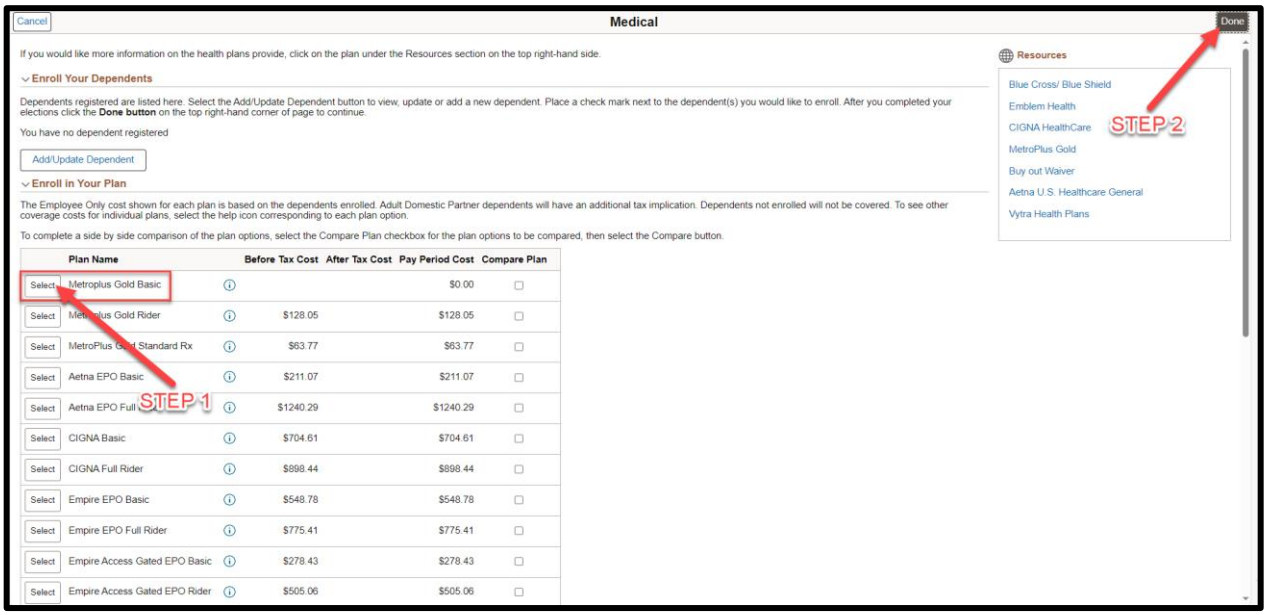
Click **"Done"** after comparing plans.



How to Enroll into Health Benefits via Employee Self Service (Employee Only Coverage):

Selecting a Health Plan

6. Select the plan in which you would like to enroll, by clicking **"Select"** next to the plan name. ***Be sure to review the pay period cost of the plan***.

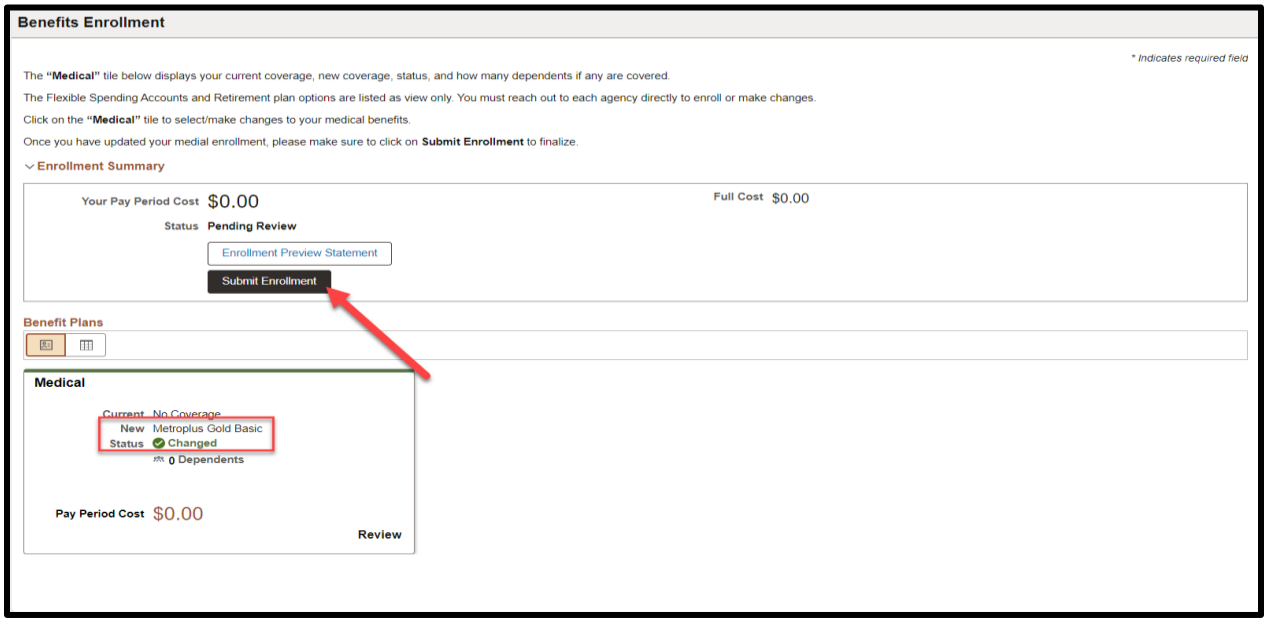


7. If you do not have dependents, click **"Done"** button.

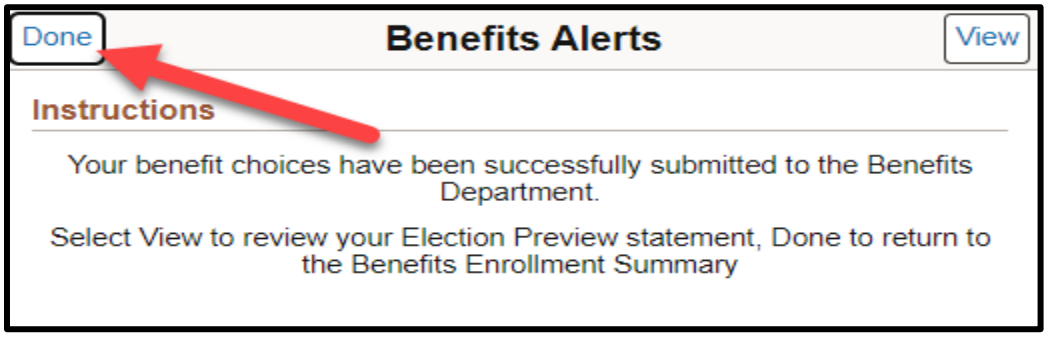
How to Enroll into Health Benefits via Employee Self Service (Employee Only Coverage):

Submitting Enrollment

8. You will be prompted to review your new plan and costs. After reviewing click **"Submit Enrollment".**



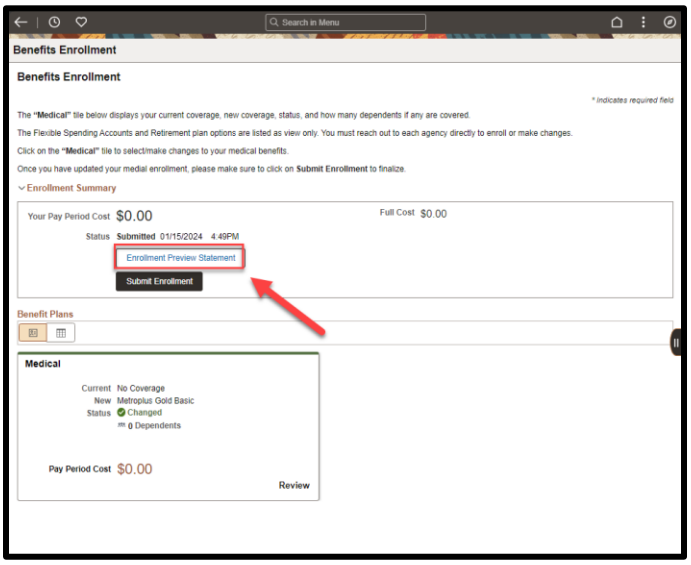
9. You will get the following Save Confirmation. Click the **"DONE"** button.



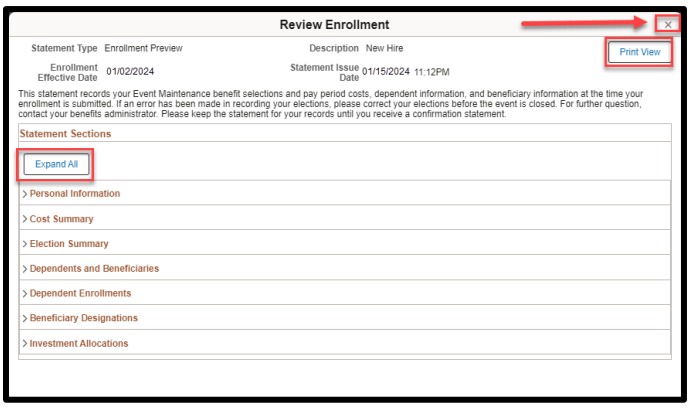
How to Enroll into Health Benefits via Employee Self Service (Employee Only Coverage):

Enrollment Preview Statement

You can also review your enrollment by clicking "**Enrollment Preview Statement**



You may review and print your enrollment. **Expand All** to view your personal information, cost summary, election summary, dependent and beneficiaries, dependent enrollments/status of enrollment, beneficiary designations, investment allocation.



If you have any questions about your elections you can contact HRSS/NYC Heath + Hospitals Corporate Benefits by phone at (646) 458-5634 or by email at HHCBenefits@nychhc.org.