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

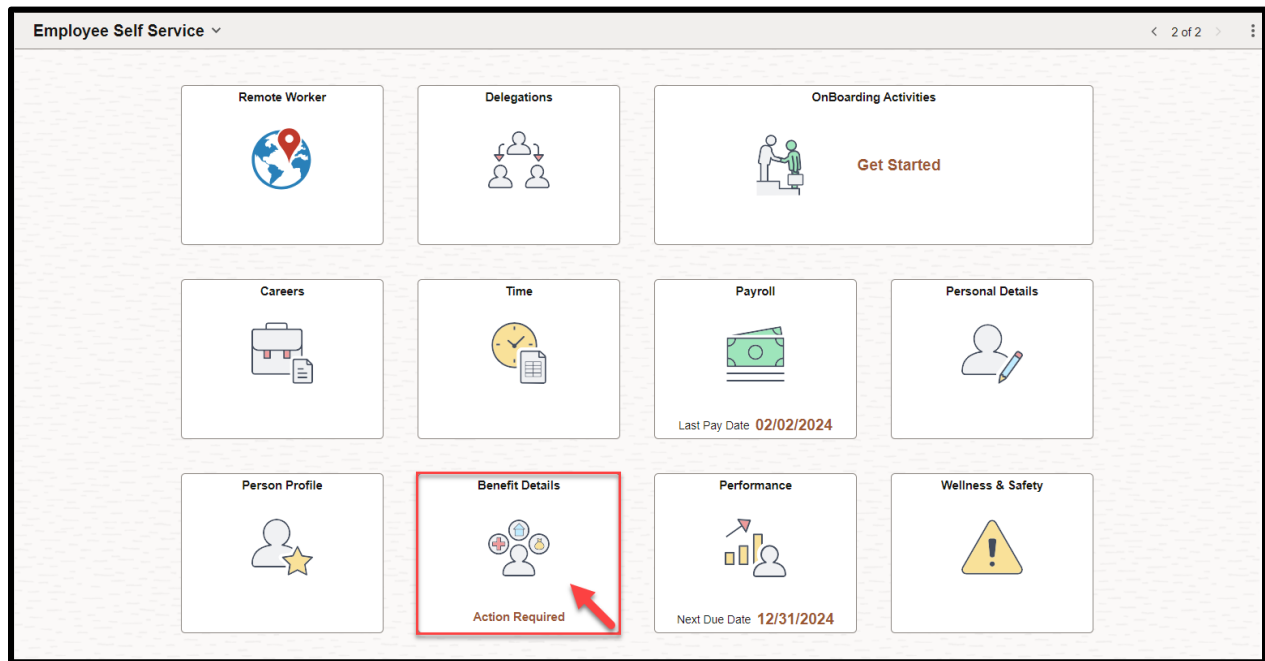*Supporting Documentation will be **required** for any modification and/or addition of Dependent Information.*

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Navigating to Benefits Enrollment

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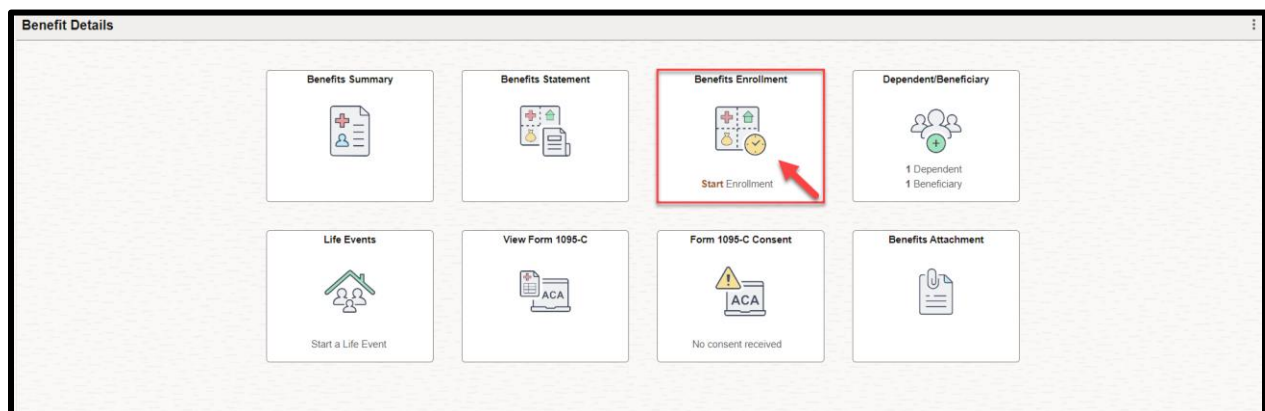

2. Navigate to *Benefits Enrollment.*

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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.
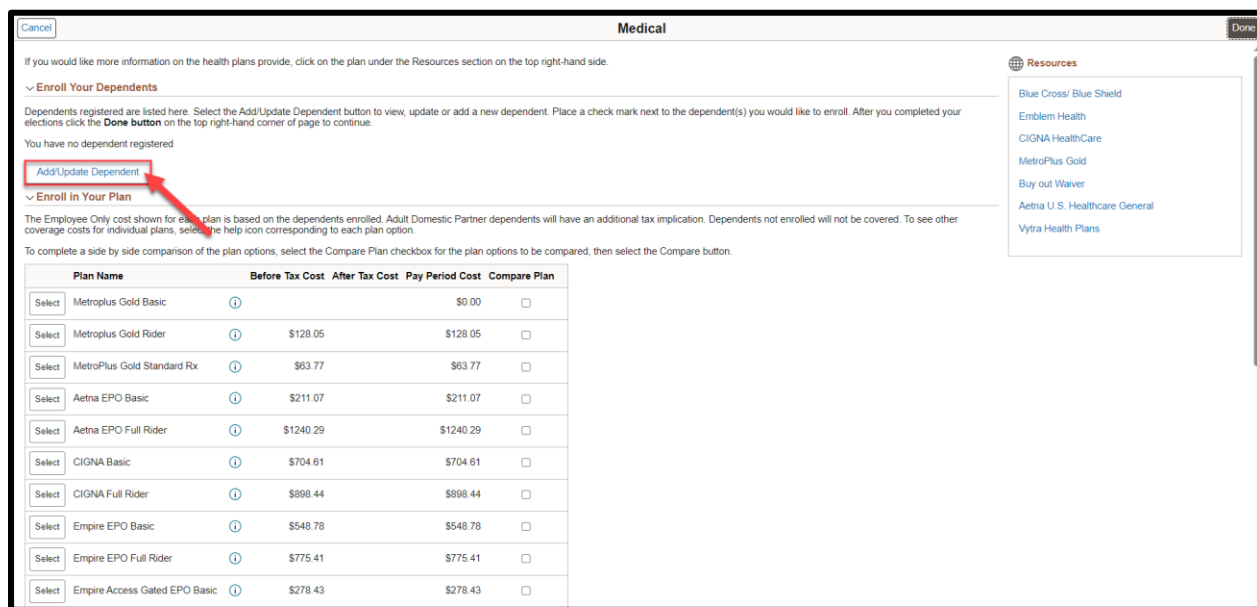
Please note: The flexible spending accounts and retirement plan options listed are view only. You must reach out to each entity directly to enroll/make changes.

Adding/Updating Dependent(s)

5. Click the *"Add/Update Dependent"* button to add your dependent(s).

6. Click the *"Add Individual"* button to add your dependent(s) personal information.
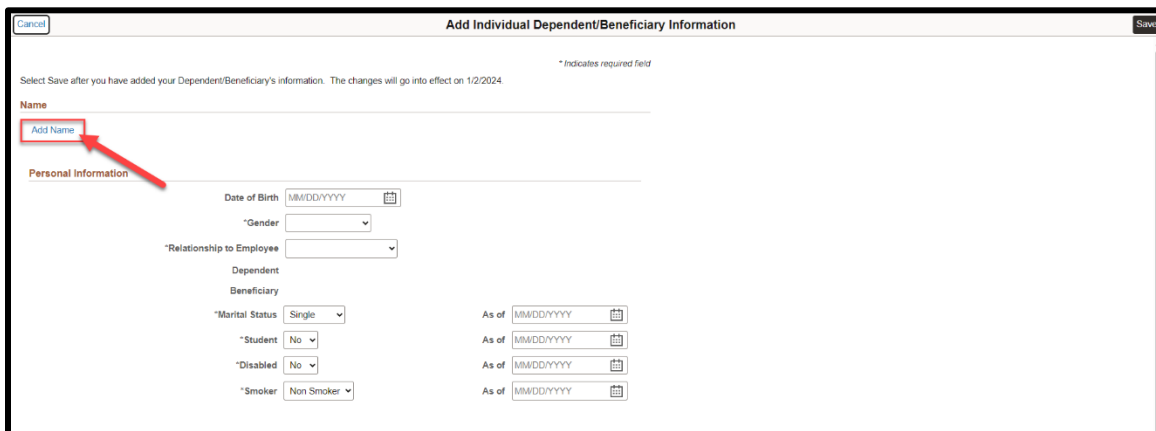
Adding/Updating Dependent(s)

Click the "Add Name" button.
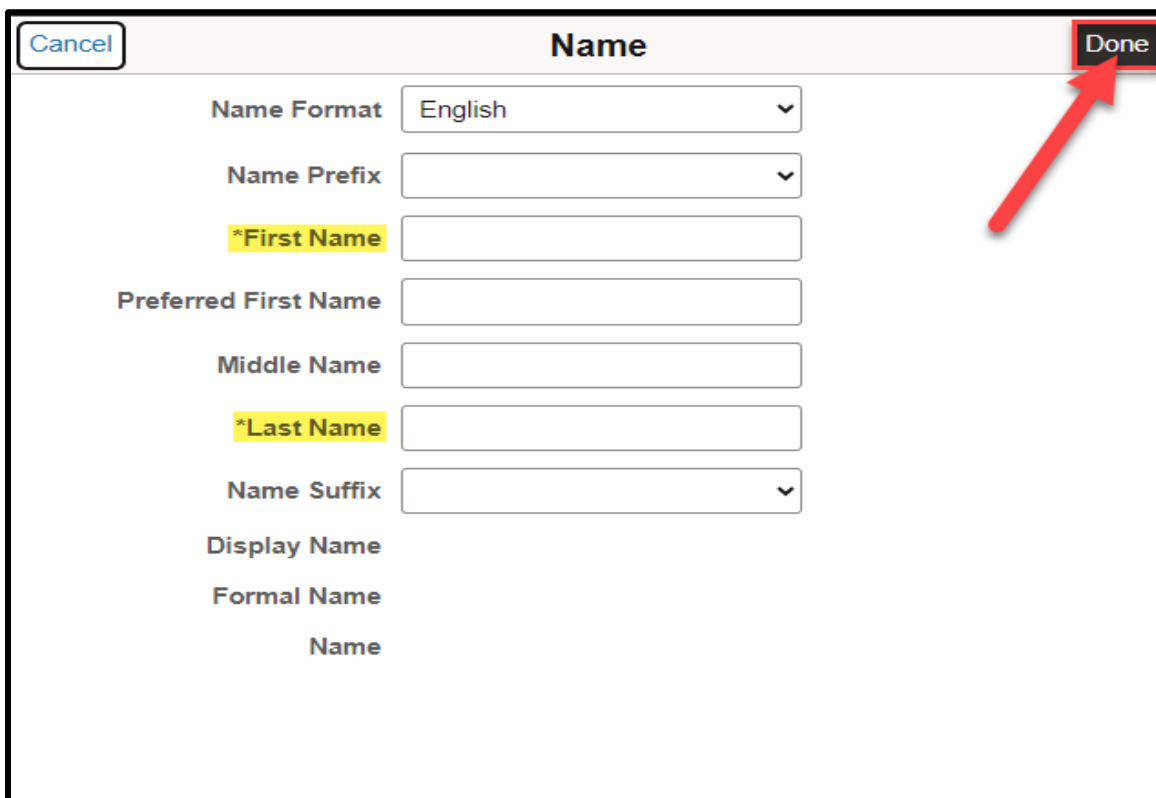
7. Enter the required fields and click the "Done" button.

Adding/Updating Dependent(s)

8. Enter the required fields and click the "**Save**" button.

Supporting Documentation will be required for all modifications and additions of Dependents. Click "**OK**".

REMEMBER, check your Outlook email in order to make sure your changes have been approved by HRSS/Benefits. If there are any problems, HRSS/Benefits will contact you via email. If you fail to respond, your requests will NOT be processed.

Uploading Dependent Documents
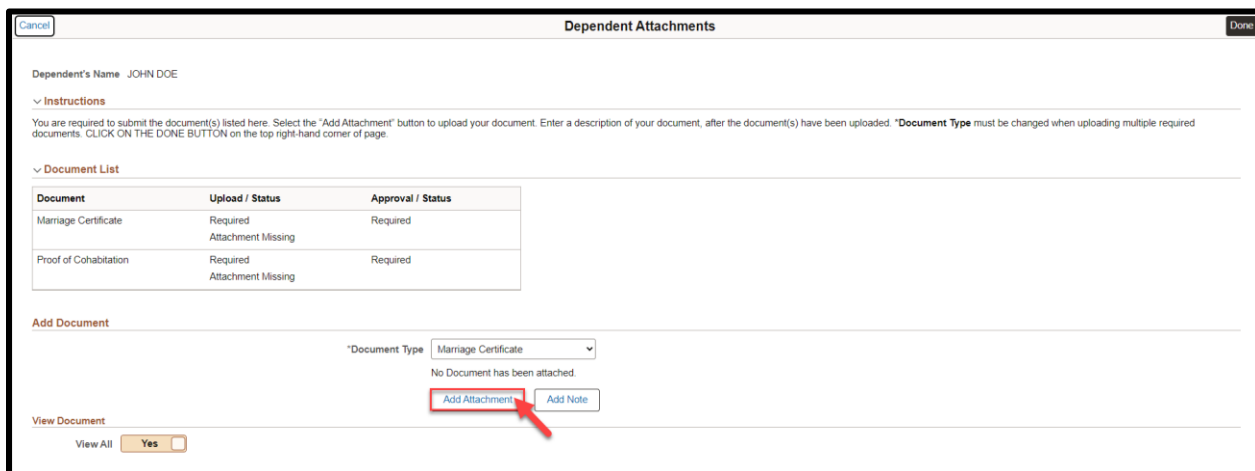
9. Click on the "Add Document" link to begin submitting Supporting Documentation for your new dependent.

10. Scan any supporting documents and attach the electronic documents by clicking the **"Add Attachment"** button.

Uploading Dependent Documents

Click **"My Device"** to select your file.
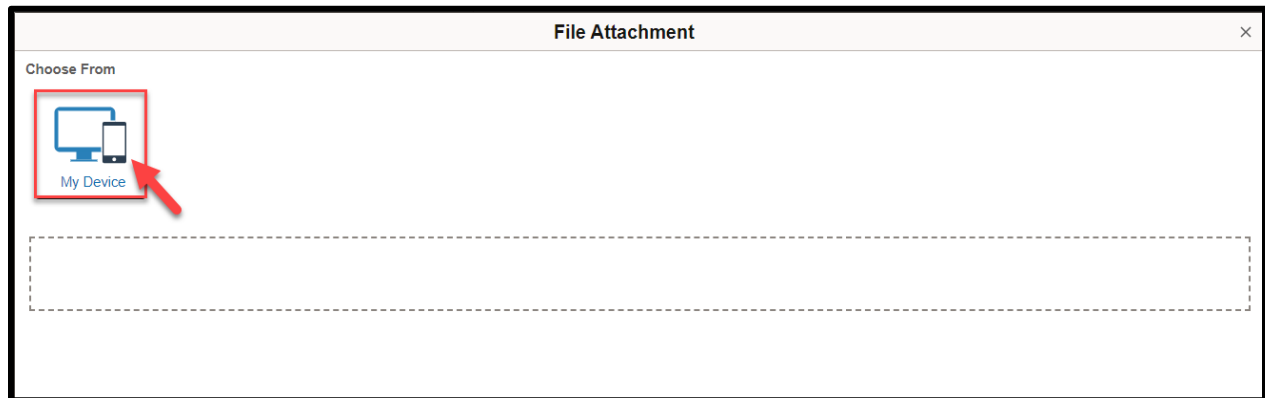
After finding your document, make sure you see your attachment. Then click "Upload" pushbutton to upload your document.
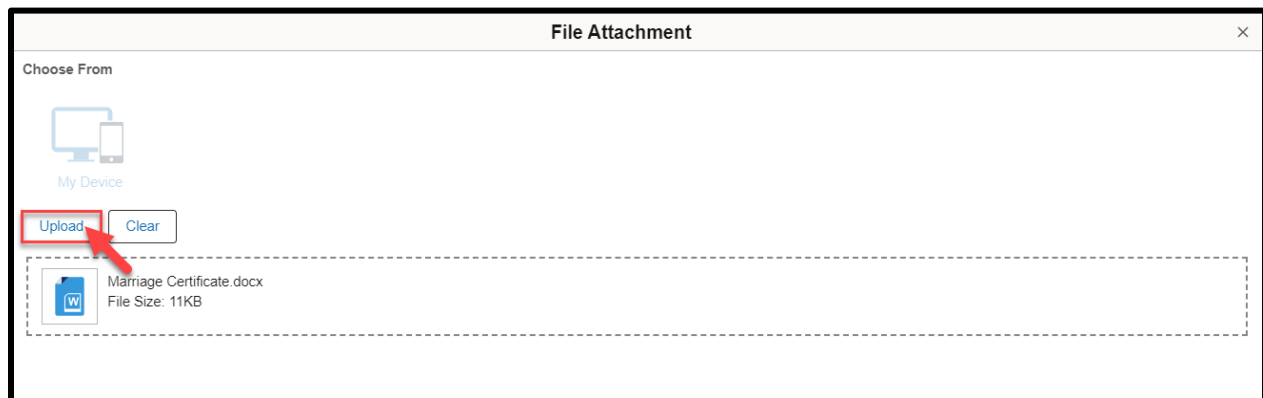
Uploading Dependent Documents

Once your upload is complete, click **"Done".**

Remember to change the "**Document Type**" when uploading multiple required documents.
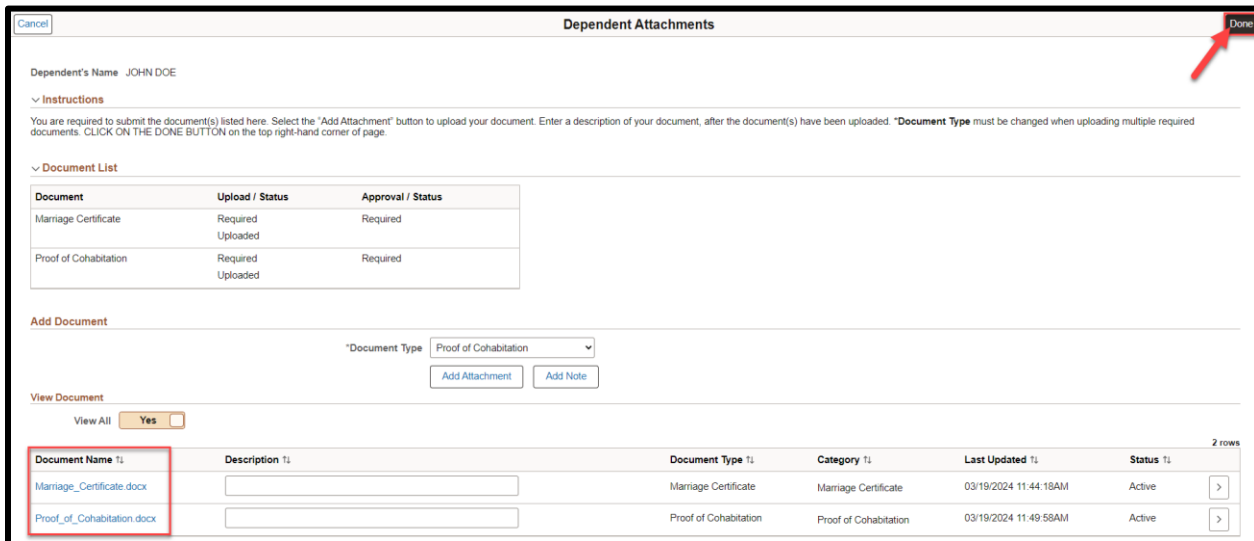
Uploading Dependent Documents

11. After you have attached all files, click "**Done**" for your Form to be sent to HRSS/HHC Corporate Benefits for review.
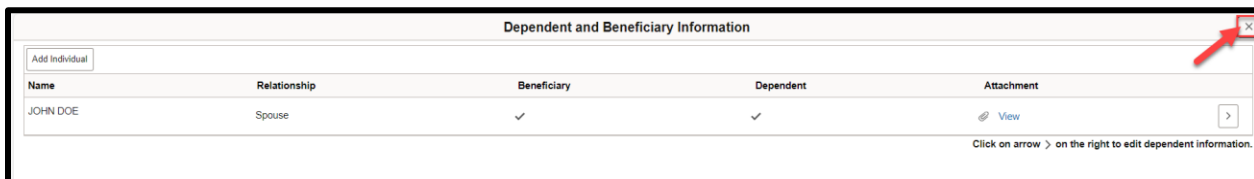
12. The following screen will appear, click the "**X**" button at the top to exit out of this screen.
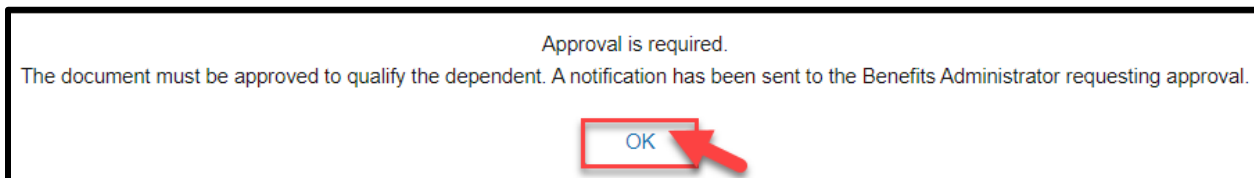
13. REMEMBER, Supporting Documentation will be required for all modifications and additions of Dependents. Click "**OK**". The supporting documentation must be approved by the Benefits department

Enrolling Dependent(s)

14. Check the box next to all the dependents that you want to cover. This allows you to add dependents for Health Coverage purposes ONLY. This has no impact on your Tax withholding.

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.

15. 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.

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Benefit Plan Comparison

The page will generate a side-by-side comparison of available health plans to help them 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 healthcare needs.

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

Finalizing/Submitting Enrollment

16. Select the plan in which you would like to enroll, by clicking **"Select"** next to the plan name. Be sure the box next to all the dependents that you want to cover are checked. Click **"Done"** button.

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

Finalizing/Submitting Enrollment

18. You will receive a Benefits Alerts. Review the content of your alert and Click the **"DONE"** button.

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Enrollment Preview Statement

You may 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.