

GO TO MYHEALTHBENEFITS.COM TO MAKE CHANGES -- DON'T MISS THE DEADLINE!

Logging in...

1. Go to www.myhealthbenefits.com.
2. All **new** users are required to create a new username and password.
3. To register, click **“Create a new account”**. *If you've previously registered for a new account, skip steps 4 and 5.*
If you have already registered, but don't know your login information, click **“Forgot password” or **“Forgot username”**.*
4. Complete the registration process. You will be required to validate your account.
5. Once your email address is validated, your account will be created. Click “Log In” to enter your account.
6. Enter your username and password and complete the two-factor authentication step.
7. Upon completing multi-factor authentication, you will be taken to your benefits dashboard.

Enrolling in Benefits...

- Employer contributions are displayed for full-time employees only and may be subject to collectively bargained changes.
 - Plan options may display in a different order than in other materials. Be sure to read plan titles carefully to ensure you are selecting your intended plan.
1. On your benefits dashboard, click “Benefits”.
 2. Click on the “MyHealthBenefits” button.
 3. Before you begin your enrollment, you will be asked to verify your personal information. To begin the verification process, click “Get Started”.
 4. When you have finished, click “Proceed to Open Enrollment” to begin enrolling in benefits.
 5. Starting with your first Benefit Election, MyHealthBenefits will guide you through the election process for all benefit types available to you.
 6. Click the appropriate option/link that indicates the action you want to take for each benefit type available to you. When making changes, use the “Next” and “Back” buttons to move from page to page. If you make changes, be sure to click “Save” after making each change.
 - a. To remove a Dependent, uncheck the box next to his/her name in all benefit plans he/she should be removed from.
 7. If you are satisfied with your elections, click the red button labeled “Click here to submit your elections” to complete your enrollment.

To Add Dependents...

1. Complete the [Membership Change Form](#) available in the document library of your MyHealthBenefits portal or bsspjpa.org.
2. Submit required dependent documentation, along with the [Membership Change Form](#), to your employer's Human Resources/Benefits office. See page 2 of [Membership Change Form](#) for a list of acceptable documents.

Questions? Contact BSSP at (530) 879-7438 or bssp@bsspjpa.org.