

# MyHealthBenefits Enrollment Guide



## Ready to Make Your Elections?

Head to [MyHealthBenefits](#) to review your options and make your Open Enrollment elections. **Just don't forget—the deadline is Wednesday, July 15, 2026 at 3:00 PM!**

### Getting Logged In...

1. Go to [www.myhealthbenefits.com](http://www.myhealthbenefits.com).
2. If you're a new user, click "Create a new account". If you have previously registered but forgot your login info, click "Forgot username" or "Forgot password".
3. Complete the registration process and validate your email address. TIP! Use your preferred *personal* email address when registering.
4. Click "Log In" to enter your account with your username and password.
5. Complete the two-factor authentication.
6. Once logged in, you'll land on your benefits dashboard.

### Enrolling in Benefits...

1. From your dashboard, click "Continue to Open Enrollment" in the red box.
2. Review the Announcements and Notifications and click "Next" after each.
3. In the BSSP Benefits Center, click the "MyHealthBenefits" button.
4. Verify your Basic Information, Physical and Mailing Address, and Contact Information. Contact your HR/Payroll/Benefits department to report any changes.
5. Verify your dependents. Click "Add New" to add a new dependent.
6. Verify your Registration Contact Information.
7. When your verification is completed, click "Proceed to Open Enrollment" to begin enrolling in benefits.
8. Starting with your first Benefit Election, MyHealthBenefits will guide you through the election process for all benefits available to you.
9. Click the appropriate option/link that indicates the action you want to take for each benefit type available to you.
  - a. To add a dependent, check the box next to their name for each benefit you want to add them to.
  - b. To remove a dependent, uncheck their name under each benefit plan they should be removed from.
10. Use the "Next" and "Back" buttons to move through the pages.
11. Be sure to click "Save" after making each change.
12. When you're done, click the red button "Click here to submit your elections".

### Important Reminder!

If you add a dependent, don't forget to go to "Profile", select "My Documents" from the drop-down menu, click "Add New", and upload the corresponding document(s). Dependent additions/terminations will not be approved without proper documentation.