



MyHealthBenefits Online Reference Guide

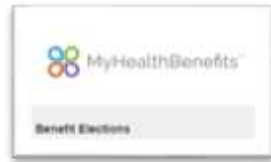
From the MyHealthBenefits portal, you can make your 2023 benefit elections through July 13th at 3:00pm. And, you can access a variety of information about your benefits package through BSSP 24 hours a day, 7 days a week!

Logging in

1. To review and update your current benefits, visit www.bsspjpa.org and click on the [2023 Open Enrollment](#) button.
2. Click on the MyHealthBenefits button and you'll be directed to the benefits system login page. All **new** users will be required to complete the process to create a new username and password.
3. To register, click **"Create a new account"**. *If you registered for a new account last year, 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 with an active email address.
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 the system will prompt you to validate your identity by entering a code (sent via phone call, text message or email). This second step in the authentication process will be required every time an attempt to access your account is made from a device the system does not recognize.
7. Upon completing the multi-factor verification, you will be taken to your benefits dashboard.

Enrolling in Benefits

1. On your benefit's 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. To Add Dependents...
 - a. Complete the [Membership Change Form](#) available in the document library of your MyHealthBenefits portal or www.bsspjpa.org.
 - b. Submit required dependent documentation, along with the [Membership Change form](#), to your employer's Human Resources/Benefits office by July 13th at 3:00pm. *See page 2 of [Membership Change form](#) for a list of acceptable documents.*
5. When you have finished the verification process, click **"Proceed to Open Enrollment"** to begin enrolling in benefits.
6. Starting with your first Benefit Election, MyHealthBenefits will guide you through the election process for all benefit types available to you.
7. Click the appropriate option/link that indicates the action you want to take for each benefit type available to you. If you want to change any of your elections, click **"I would like to change my election"**. 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, un-check the box next to his/her name in all benefit plans he/she should be removed from.
8. If you are satisfied with your elections, click the red button labeled **"Click here to submit your elections"** to complete your enrollment.



Employer rates are included for full-time employees, only, and may be subject to collectively bargained changes. Ask your Human Resources/Benefits office for more information.



In the portal, 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.

If you have problems logging into MyHealthBenefits, contact BSSP at bssp@bsspjpa.org.