

Welcome to PEHP Next Steps

Enrollment Deadlines

Your employer determines how long you have to enroll in benefits. Most give you up to 60 days from your hire date, but some may have a shorter deadline. If you're unsure, check with your HR team to confirm your enrollment deadline.



Create Online Account & Enroll in Benefits

To create your online account and enroll in benefits, you'll need your member ID number. You can find it in the secure email we sent you (password required for access) or call PEHP at 801-366-7555.

Step 1: Go to www.pehp.org.

- Step 2: Select "Account → Member" in upper right corner.
- **Step 3:** Click "Login" under the "New Portal" headline on the left.
- Step 4: Click "Create Account."

When creating your account, make sure to use your full ID number with the hyphen: M0000020834-00 subscriber M0000020834-01 spouse M0000020834-02 child/dependent

- Continued on next page



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Enroll in Benefits

Choose Your Benefits

Select your benefits and add any dependents using the enrollment form. Find the form under *My Benefits-->New Hire Enrollment Form*.

Submit Your Enrollment Form

Upload your completed enrollment form via the secure Message Center in your PEHP account. Find the Message Center on the top right of the page.



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Welcome to PEHP Next Steps - Life Insurance



STOP! This section only applies to you if your employer offers Group Term Life Insurance through PEHP. Check with your employer.

Enroll & Designate Your Beneficiaries

Your employer provides **basic life insurance** at no charge to you. You also get an additional **Line-of-Duty Death Benefit** and **Accidental Death Rider** at no extra cost.

- **Step 1:** Use your Subscriber ID (begins with "174100") to create a PEHP account in the Classic Portal at www.pehp.org.
- Step 2: In your PEHP account, navigate to Enroll or Change Coverage under the My Benefits menu.
- **Step 3:** On this page, you can **Enroll** in life insurance benefits and designate beneficiaries. You can also add more coverage.*

*If you apply within 60 days of your hire date, you can buy up to \$200,000 for yourself. After 60 days or for coverage greater than \$200,000 you must complete a health questionnaire.

