

Welcome to PEHP Next Steps

Enrollment Deadlines

You have 60 days from your hire date to enroll in a medical plan. If you enroll within 30 days, you can select any available plan. After 30 days, you may only select an HSA-qualified medical plan.



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. You can also contact your employer.

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.

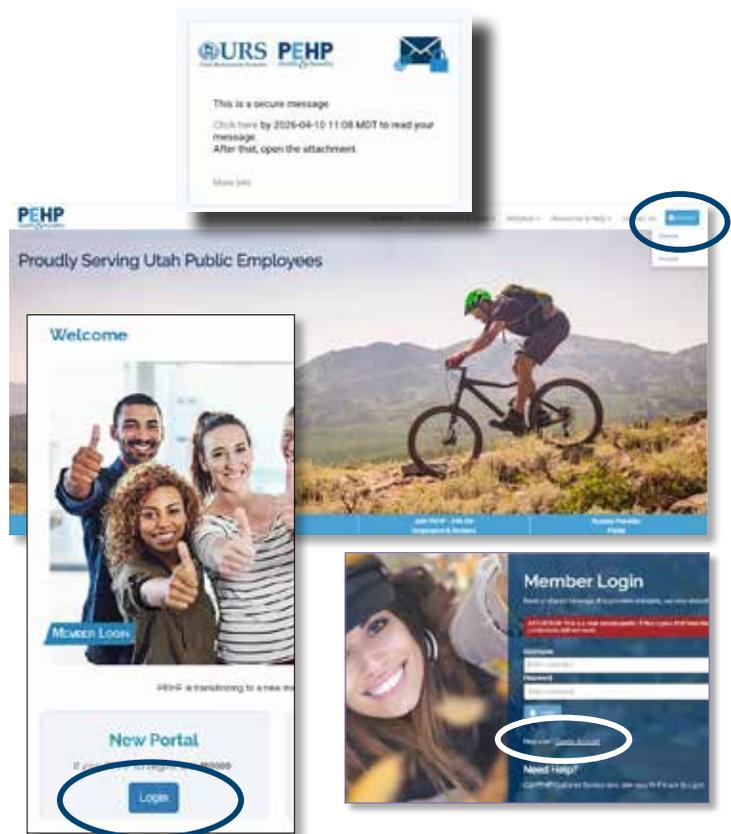
Step 4: Click "Create Account."

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



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Enroll in Benefits

Step 5: Navigate to **Change Enrollment** under **My Benefits** menu.

Step 6: Select **Edit** in the **Benefit Information** section to select benefit plans.

Step 7: Select or waive coverage for each benefit plan and make applicable coverage tier, plan, and network selections when applicable – once all plans are selected or waived as desired, continue back to **Change Enrollment** screen.

Step 8: Review and update information, if necessary. To add dependents, select **Edit the Dependent Information Summary**, fill out all fields, then select **Add or Modify Dependents** at bottom of screen. Repeat process for all dependents, then select **Return to Enrollment**.

Step 9: If dependents were added, they will need to be added to benefit plans on the **Dependent Coverage Selections**. To do so, click **Select Dependents** on benefit plans and add applicable dependents.

Step 10: Ensure all information is accurate on **Confirm Enrollment** screen and then select **Enroll Now**. You'll receive notification that the enrollment request has been submitted.

