

# State of Utah New Employee Checklist



## 1. Receive PEHP ID number

- » The ERIC Onboarding team sent you a PEHP letter with your ID number to the email address you provided upon hire.
- » Can't find your ID number? Contact the State ERIC ([Online](#) or by phone at 801-957-9390)



## 2. Review your benefits

- » View the [Virtual Benefits Fair](#)
- » Search the [Employee Gateway](#)
- » Review the State of Utah Benefits Guide (*digitally available on the Virtual Benefits Fair and Employee Gateway*)
- » Watch [New Employee Presentation Recording](#)



## 3. Create your account

- » Go to [pehp.org](http://pehp.org)
- » Click the blue "Account" button in the top right-hand corner, then "Create New Account"



## 4. Enroll online

- » Go to the My Benefits menu
- » Click Enroll or Change Coverage
- » Complete each benefit/product (\*The Opt Out Cash Benefit requires enrollment – do not decline your medical or dental benefits).
- » You have 60 days to enroll\* and coverage will begin on your Date of Hire



## 5. Receive ID Card

- » You will receive ID cards in the mail within 7-10 business days. If you have immediate need, you can view and print a digital version of your card as soon as you're enrolled. Go to PEHP.org, "My Benefits" menu, then "Coverage & ID Card."

*\*The Traditional medical plan is only available within the first 30 days, or during Open Enrollment.*

# Notes About Your Benefits

- » Your insurance plan year runs July 1 – June 30 each year.
- » You must wait until the annual Open Enrollment period to change your benefits for the following plan year. Open Enrollment occurs every spring.
- » Qualifying Life Events allow you to make changes outside of Open Enrollment, within 60 days following the event. Common life events include marriage, divorce, birth/adoption, or gaining or losing other health coverage.
- » PEHP Life Insurance and Accidental Death & Dismemberment (AD&D) benefits may be changed at any time.

## **Contacts**

General Benefit Questions? Email [openenrollment@pehp.org](mailto:openenrollment@pehp.org)

Detailed Benefit or Claims Questions – PEHP Customer Service 801-366-7555

## **Specific PEHP Departments**

Pharmacy . . . . . 801-366-7551

Life and AD&D . . . . . 801-366-7495

FLEX\$/HSA/HRA . . . . . 801-366-7503

