

State of Utah New Employee Checklist

Life/Accidental Death & Dismemberment Benefits Only



1. Receive PEHP ID Number – 1741

- » This ID number is for PEHP's Classic Portal. Use this number to create a [Classic Portal Member Account](#) for enrolling in **Life & Accident Benefits Only**.
- » The ERIC Onboarding team emailed you a PDF letter containing your Classic Portal Member ID.
 - › *If you were previously covered by PEHP and had a Classic Portal account, you will use the same login information.*

Can't find your email or ID number?

- » Check your spam/junk mail folders. Messages are sent to the email address provided to the State of Utah upon hire.
- » Contact the State ERIC (Online via [AskHR](#), or by phone at 801-957-9390).



2. Review your Life & Accident Benefits

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



3. Create your Classic Portal Member Account

- » Go to pehp.org
- » Click the blue "Account" button in the top right-hand corner, then *Member » Classic Portal » Create New Account*.
- » Create your account using your **1741** Member ID.



4. Elect your Benefits

- » From the Classic Member Portal, go to *My Benefits menu » Enroll or Change Coverage*
- » Complete your elections for Term Life Insurance, or Accidental Death & Dismemberment, including setting your beneficiaries.

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Notes About Your Benefits

- » You must enroll within your 60-day new hire period to take advantage of Guaranteed Issue life insurance policies.
- » PEHP Life Insurance and AD&D benefits may be changed at any time.
- » Basic Life Insurance (employer-paid) and Guaranteed Issue life policies are effective on your date of hire.
- » Life Insurance policies that require Evidence of Insurability (EOI), like medical history review, blood test, etc., are effective once your application is approved. You will receive a letter from PEHP once your application has been processed.

Questions about Life or Accident Insurance?

Life and AD&D 801-366-7495