



How to Enroll for Benefits On-Line

1. Review your Enrollment Worksheet before you begin enrolling on the website. *It's not required to have your enrollment worksheet in order to log-in to your enrollment website.*
2. Have any covered dependent information ready to enter into the website; i.e. Name, Date of Birth and Social Security Number.
3. Log-on to the benefit enrollment website: www.miamivalleyhospital.essbenefits.com
4. The Welcome screen will be displayed. Please read the instructions and click "**Continue**".
5. In the Security box, enter your Social Security Number (with no dashes) followed by your password (your password is your two-digit month and date of your birth. For example, if your birth date is March 5, your password is 0305). Enter in your telephone number. Click "**Continue**". The system will then require you change your password and select a password reminder question, which you will use going forward. Click "**Continue**".
6. Under Main Menu, select the "**Annual Enrollment**" link.
7. Enter your dependent information. You must submit birthdates and Social Security Numbers for all dependents. If your dependent is over the age of 19, indicate whether they are your IRS Dependent/FT student. Click "**Add**" after each dependent. Upon completion of dependent information, click "**Continue**".
8. Choose your benefits beginning with the medical options and continue through the Flexible Spending Account options. Be sure to include any dependents by "check marking" each dependent to have specific coverage. Click "**Continue**" once each option is made.
9. Enter your life insurance beneficiaries and click "**Add**". Upon completion of beneficiary information, click "**Continue**".
10. Once all elections have been made, review your "**2017 Benefit Summary**". If further edits or additions need to be made, go to specific option. Once complete, click the "**Submit**" button for your elections to be saved. Your enrollment is not complete unless you receive a confirmation number after you submit your elections.
11. Print your Confirmation Statement for your reference. A Confirmation Statement will also be mailed to your home.