

AS a new employee, you have **30 days** from your start date to complete the benefits enrollment for you and your dependents. You may enroll in benefits by going directly to the Benefits Enrollment Portal, or by calling the Benefits Department at the number below. Due to new hire processing, it can take **up to 7 business days**, from your start date, to be able to access the Benefits Portal.

To view available benefit plans, please review the Annual Enrollment Guide. This guide provides information on all benefit plans including additional benefits available. You can also find all benefit plan information and resources by visiting the

- Your initial, temporary password will be 12 digits: starting with the two digits of your birth month, then the two digits of your birth date, followed by the last four digits of your birth year, and finally, the last four digits of Social Security number. (MMDDYY + last four of your SSN).
- Example: Sally's birthday is 07/04/1990 and SSN is 123-45-6789 = 070419906789.

- **Any last-minute changes up to 45 days from Annual Enrollment.**