How to enroll

You must complete your enrollment in MyBenefits by 9:59 p.m. on Friday, Nov. 8. If you are still in the process of selecting your benefits at 9:59 p.m., the system will lock, and you will not be able to complete your enrollment.

To enroll or make changes to your benefits for 2025:

1. Go to **mybenefits.lhs.org** and log in with the same username and password you use to access any Legacy computer.

2. Click "Start enrollment" at the top of the page and follow the instructions.

   • To add a family member not currently listed, click the red "plus" sign on the family information page.

   • If you're enrolling family members in multiple plans, be sure to add them under each plan individually.

   • If you request life insurance amounts that require additional approval, you can fill out the Evidence of Insurability (EOI) application for approval immediately after enrolling; it must be completed within 60 days of requesting coverage.

3. Review and confirm your 2025 benefit choices and click "Complete enrollment." Email or print the confirmation statement for your records.

4. You do not need to submit documentation for newly enrolled dependents unless the Benefits Department contacts you directly as a part of their dependent audit. To reduce your chance of being audited, review the list of eligible dependents and acceptable documentation on the Legacy intranet. To submit documentation, you may upload documents to MyBenefits (under the Employee File), fax to the Benefits Department at 503-415-5909, or email the Benefits Department at **benefitsdepartment@lhs.org**.

Enroll at home

If you want to access enrollment materials from home or anywhere off site, you'll need to ensure you're set up to use Duo, Legacy's two-factor authentication system. Duo helps ensure that *only you and not unwanted users* can get connected to your Legacy MyBenefits site.

To check if you're set up for Duo:

1. Visit **mydevice.lhs.org**.

2. Log in with your Legacy network ID and password.

3. Once logged in:

   a. Users already set up with Duo receive a screen with options including "Call Me," "Enter a Passcode," or "Send Me a Push." Choose one of these options to receive a notification to complete verification.

   b. Users not yet set up should follow the on-screen prompts to do so.

   c. If you receive a message, "We're sorry, access is not allowed because you are not enrolled," complete Annual Enrollment while on site or contact IS Support at 503-415-5888 or 360-487-5888 for assistance.

Once you're set up for Duo, visit **mybenefits.lhs.org** to complete enrollment.

• Visiting **mybenefits.lhs.org** will automatically redirect you to MyPortal, where you will be prompted to choose a type of notification and complete the two-factor authentication process.

• Is it your first time logging in at home? You'll be prompted to register for Duo. Follow the Duo set-up steps above.

• After finishing the verification process through Duo, select the "MyBenefits" icon to start your enrollment.

Help is available

While you are supporting our patients and our Legacy community, we want to be sure we're supporting your health and well-being.

All your enrollment information is available online. Visit the **Annual Enrollment intranet page** on MyLegacy for the latest and most detailed information.

In addition, you can visit **legacyhealthandwellness.org** to:

• Read the interactive enrollment guide

• Explore the medical plan decision tool

• Access quick links to enrollment and benefit resources

For questions about your benefits, contact the benefit administrator or the Legacy HR Answer Center at 503-415-5100.