

BENEFITS

that make a difference



Legacy Health MyBenefits Enrollment Instructions

Access the MyBenefits portal:

Go to mybenefits.lhs.org. Make sure your Internet browser allows pop-up windows.

Please note, if you are accessing this site from outside of Legacy (i.e., your home computer or smart phone) you will need to ensure that your account is enabled for Password Plus, Legacy's dual-factor authentication solution. Using Password Plus, you will be prompted to verify your access with either a Push notification to your mobile device, a phone call, or a token code generated by the mobile app. More information about Password Plus can be found on the IS Support site under "About Password Plus" or by calling 503-415-5888.

Usernames and Passwords:

- Use your Legacy email (e.g., username@lhs.org) and password. This is the same email and password you use to access the Legacy network and E+.
- Call the IS Help Desk at 503-415-5888 if you have trouble logging in.

Although this is a secure site, and your information is encrypted during transit, it is important that you log off when you have finished. Click the [Log Out] icon in the upper right-hand corner of the window to log off.

The Legacy Employee Health Plan requires documentation in two instances:

1. Dependent documentation if enrolling eligible family members in the medical, dental, vision, life insurance, Aflac voluntary benefits, or family accidental death & dismemberment plans (see the next page for examples).
2. Supporting documentation for a qualified life event (for mid-year benefit changes) such as a marriage certificate, divorce decree or birth certificate.

Send all required documentation to the Benefits Department before the end of your enrollment window, otherwise coverage for your family members or your mid-year life event requests will not be approved.

Submit documentation by fax (503-415-5909), by email (BenefitsDepartment@lhs.org), or by uploading it to the MyBenefits site (go to "My Profile" and then "Employee File").

Note:

- Your enrollment is not complete until you click on the "Complete Enrollment" button and submit any required documentation.
- If you start your enrollment, but do not finish (click on the "Complete Enrollment" button), you can continue your enrollment anytime during your enrollment window by logging back in to MyBenefits.
- Plan provisions and details can be found in the current Employee Benefits Guide.

For questions about your benefits, call the Legacy HR Answer Center at 503-415-5100 or send an email to HRanswer@lhs.org

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New or newly benefit-eligible employees:

1. On the home page, click on the “**Start Enrollment**” button at the top of the page. Follow the instructions on each page as you click through the screens.
2. Verify your employee information and click “**I agree**” at the bottom and click on the “**Continue**” button.
3. If you are adding family members to your benefits and they are not listed on the Family Information screen, click the **red plus sign** to add each new dependent.
4. When you are done adding dependents, read the Dependent Information text at the bottom of the page, click the “**I Agree**” box and click on the “**Continue**” button.
5. Review each benefit plan – choosing a plan option or to waive the benefit (if allowed).
 - a. If you request employee or spouse/domestic partner life insurance amounts that require medical underwriting, you will be able to complete the underwriting application immediately after your enrollment.
6. When you are done making changes to your benefits, click on the “**Continue**” button.
7. On the next screen, you will enter your employee life insurance and AD&D beneficiaries. Your beneficiary choices apply to both life insurance and AD&D through The Hartford, if enrolled. Click “**Continue**”.
8. If you or any family member enrolled in the Medical Plan will also have coverage under both the Legacy medical plan and another medical plan (e.g., Medicare) at the same time (dual coverage), then please enter information about the other medical plan. Click “**Continue**”.
 - a. This Coordination of Benefits information allows PacificSource to coordinate coverage with the other plan.
9. Review and confirm your benefit choices.
 - a. If you added family members to your benefits and need to provide dependent documentation to the Benefits Department.
10. Read the acknowledgement section at the bottom of the screen, click “**I Agree**”.
11. Click on the “**Complete Enrollment**” button. You will be able to view or print your confirmation statement after you select to complete your enrollment.
12. Review any alerts or reminders. Take any required actions and submit all required documentation before the end of your enrollment window.

Please note: Providing documentation is not a guarantee that requested elections or change(s) will be approved. Plan documents control the administration of each Legacy Health Employee Health Plan.

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Mid-year life events (e.g., marriage, divorce, birth, etc...):

Note: The effective date of the benefit change depends on the type of life event. For additional information, refer to the current Employee Benefits Guide.

1. On the home page, look for the “Life Events” box on the left side of the screen.
2. If the appropriate life event is not listed, click on the “**All other Life Events**” link and choose the right life event.
3. Follow the instructions on each page as you click through the screens.
 - a. Verify your employee information and click “**I agree**” at the bottom and click on the “**Continue**” button.
4. If you are adding family members to your benefits and they are not listed on the Family Information screen, click the **red plus sign** to add each new dependent.
5. When you are done adding dependents, read the Dependent Information text at the bottom of the page, click the “**I Agree**” box and click on the “**Continue**” button.
6. Review each benefit plan – making changes to your benefit elections as needed.
 - a. If you request employee or spouse/domestic partner life insurance amounts that require medical underwriting, you will be able to complete the underwriting application immediately after your enrollment.
7. When you are done making changes to your benefits, click on the “**Continue**” button.
8. On the next screen, you will enter your employee life insurance and AD&D beneficiaries. Your beneficiary choices apply to both life insurance and AD&D through The Hartford, if enrolled. Click “**Continue**”.
9. If you or any family member enrolled in the Medical Plan will also have coverage under both the Legacy medical plan and another medical plan (e.g., Medicare) at the same time (dual coverage), then please enter information about the other medical plan. Click “**Continue**”.
10. Review and confirm your benefit choices.
 - a. If you added family members to your benefits and need to provide dependent documentation to the Benefits Department.
11. Read the acknowledgement section at the bottom of the screen, click “**I Agree**”.
12. Click on the “**Complete Enrollment**” button. You will be able to view or print your confirmation statement after you select to complete your enrollment.
13. Review any alerts or reminders. Take any required actions and submit all required documentation before the end of your enrollment window.

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