

ENROLLING IS EASY

LOG IN

Visit benefits.maricopa.gov from any computer or smart device and **Login** with your **User Name** and **Password**.

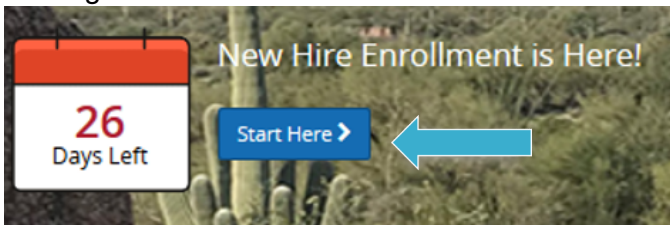
New users must **Register** and answer security questions. Our case-sensitive company key is: **maricopa**.

FIND INFORMATION

View plan details, carrier specifics and resources in the **Reference Center**.

GET STARTED

Click **Start Here** and follow the instructions to make your benefit choices. You must make your elections within 30 calendar days of the event. If you miss the deadline you will have to wait until the next Open Enrollment period to enroll or make changes.



Download the MyChoiceSM Mobile App

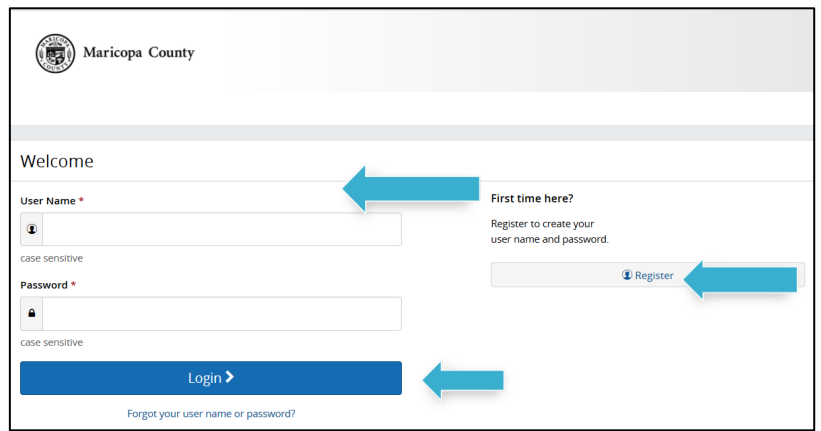
1. Visit your device's app store and download the **MyChoice by Businessolver[®]** Mobile App.
2. Visit benefits.maricopa.gov to **Get Access Code**.
3. Activate the app with your access code. (If you don't use the code within 20 minutes, you will need to generate a new one.)
4. Follow the instructions within the Mobile App to have easy access to your benefits on the go.

benefits.maricopa.gov

Company Key: **maricopa**

Employee Benefits: **602-506-1010**

Email: Benefits@Maricopa.gov



Need to reset your User Name or Password?

1. Click **Forgot your User Name or Password?**
2. Enter your Social Security number, birth date and our company key: **maricopa**
3. Answer your security question.
4. Enter and confirm your new password, then click **Continue** and **Login** with your new credentials.



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MAKE YOUR ELECTIONS

Using **Back** and **Next** at the bottom of the page to navigate, review your options as you move through the enrollment process. **1** Select coverage, **2** Select who you would like to cover, and **3** Elect plan enrollments and **4** Review. Track your deductions in the upper right hand corner.

REVIEW AND CONFIRM

Make sure your personal information, dependents, elections, and beneficiaries are accurate and **Approve** your enrollment.

FINALIZE

To finalize your enrollment, click **I Agree**.

When your enrollment is complete, you will receive a confirmation number and you can also **Print** your Benefit Summary.

Your **To Do** list will notify you if you have any additional actions needed to complete enrollment.

Review your benefits

You have year-round access to a Benefits Summary that shows your personal elections. Click **Benefit Summary** on the homepage to review your current benefits at any time.

Dependent Verification

If you add a dependent to coverage, you must provide the required supporting documentation within 45 days of the date of the event.

Make Mid-Year Changes

Once approved, your benefit elections will remain in effect until the end of the plan year, unless you have a qualifying life event such as marriage, divorce or having a baby. Find detailed information in the **Reference Center**.

1. Click on **Change My Benefits**.
2. Select **Life Event** and the event type.
3. Review your options and follow the election steps outlined above to complete your changes.

****IMPORTANT:** You must make changes within 30 calendar days depending on your life event, and provide required documentation.

Change your beneficiary(ies)

Beneficiary changes can be made at any time of the year.

1. Click on **Change My Benefits**
2. Select **Basic Info** and **Change of Beneficiary**.
3. Follow the prompts to complete your change.

Select the reason for change that applies and enter the date of the event.

BASIC INFO	LIFE EVENT
<p>Examples: Change of beneficiary Update Wellness Consent</p> <p>Change in Dependent Care Costs</p> <p>Change of Beneficiary</p> <p>Update HSA Election</p> <p>Update Life Insurance</p> <p>Update Wellness Consent</p>	<p>Examples: Marriage/Divorce Birth/Death</p> <p>Birth/Adoption</p> <p>Death of Child</p> <p>Death of Spouse</p> <p>Divorce/ Legal Separation</p> <p>Employee or Dependent Gains Access to Other Coverage</p> <p>Employee or Dependent Loses Access to Other Coverage</p> <p>Marriage</p>

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