

THINK OF JACKSON FIRST

THE FUTURE OF YOUR CARE STARTS WITH YOU

HOW TO ENROLL AS A NEW EMPLOYEE THROUGH INFOR JHS EMPLOYEE SELF-SERVICE

Prior to enrolling in your benefits online, it is to your advantage to thoroughly review your enrollment materials. If you are ready to enroll, but need assistance or have questions regarding your benefits, contact the on-site FBMC Service Center at 305-585-6512 or via email HR-benefits@jhsmiami.org.

For assistance with your ESS log in, contact Jackson Health System IT Customer Service Center at 305-585-6789. Once you have the answers you need, you may begin the enrollment process.

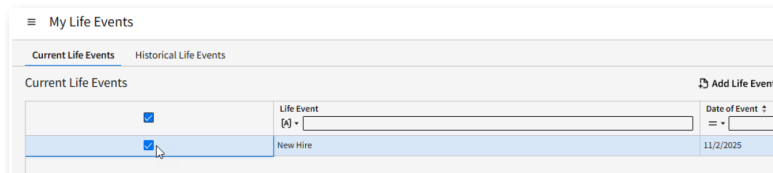
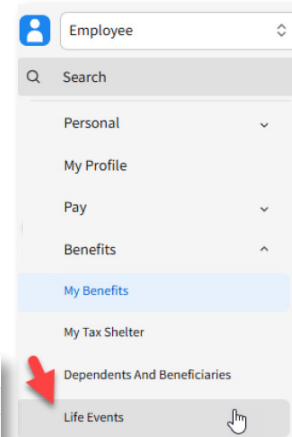
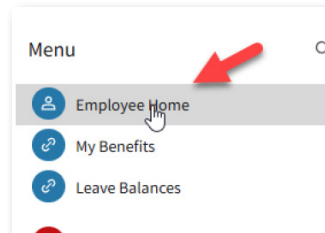
Be sure to have the following information available before you begin the enrollment process:

- **Social Security Numbers (SSN)** for all your dependents.
- **Dates of birth** for all your dependents.
- **Proof of eligibility** for all your dependents.

1

Log-in

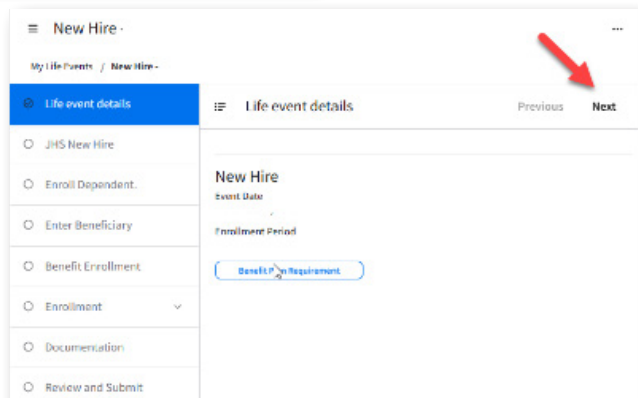
- Click "Infor" app in theHeyJack portal. Then click "Infor CloudSuite" link. Type in your username and password to login. Username and password is usually your network ID that you use to log into windows.
- Select "**Employee Home**," then select "Benefits" and then select "Life Event". Double click on "NewHire



2

New Hire Enrollment Process

- Please read and select information requested, once done, click on "Next" to proceed

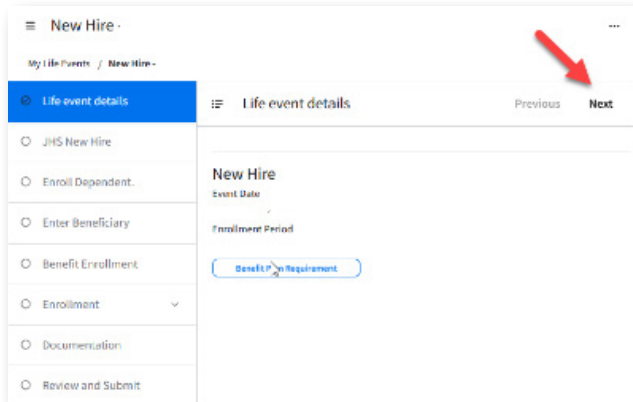


NEW HIRE IN INFOR CLOUDSUITE

2

New Hire Enrollment Process

Please read and select information requested, once done, click on “Next” to proceed

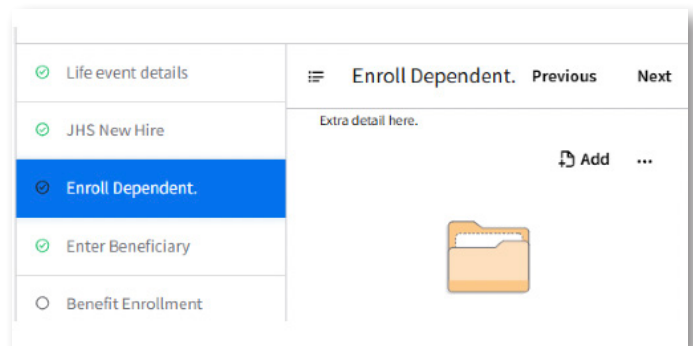


3

Dependents and Beneficiaries

Click “Add” to enroll your dependents and beneficiaries...

*** Note: You MUST add beneficiaries even if they do not have dependents.**

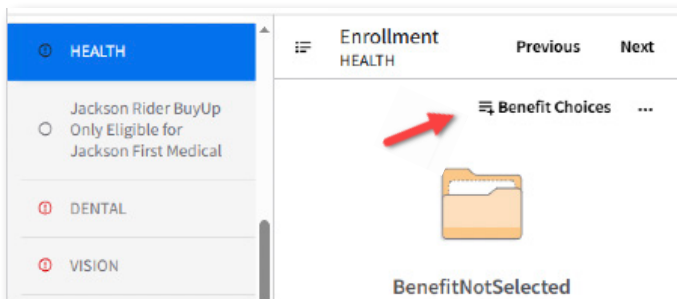


4

Coverages

Choose your coverage level or election amounts for each benefit (e.g., Medical, Dental, Vision). Click “Continue” and “Add to Elections” until the enrollment is complete.

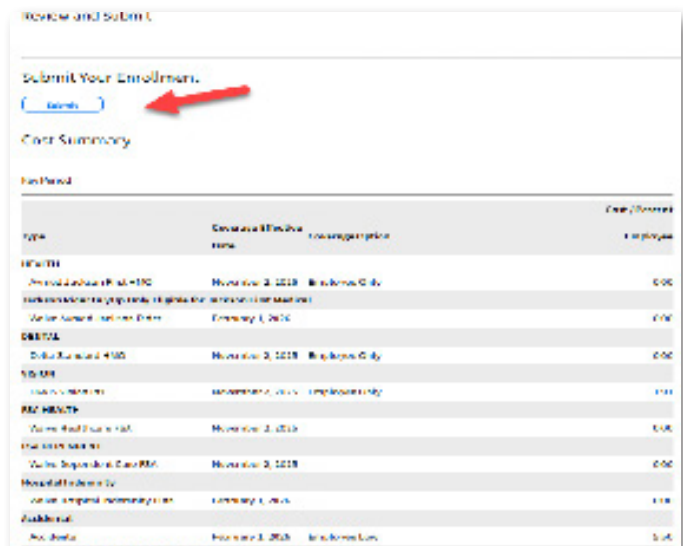
*** Note: You may save your enrollment session progress and return later to complete the enrollment at any point by clicking on the “Save Elections.”**



5

Review Elections

Click “Review/Submit Your Election” once you complete your benefits election. You will be given a description of your benefit selection.



Type	Coverage/Election Name	Effective Date	Employee
HEALTH	Medical (Jackson First) - 100	November 2, 2018	Employee 010
DENTAL	Dental (Jackson First) - 100	November 2, 2018	Employee 010
VISION	Vision (Jackson First) - 100	November 2, 2018	Employee 010
HEALTH	Medical (Jackson First) - 100	November 2, 2018	Employee 010
DENTAL	Dental (Jackson First) - 100	November 2, 2018	Employee 010
VISION	Vision (Jackson First) - 100	November 2, 2018	Employee 010
HEALTH	Medical (Jackson First) - 100	November 2, 2018	Employee 010
DENTAL	Dental (Jackson First) - 100	November 2, 2018	Employee 010
VISION	Vision (Jackson First) - 100	November 2, 2018	Employee 010

6

Submit

Click “Submit” to confirm your enrollment. Please print your Benefits Election page for your records. You will receive a confirmation email prior to your plan effective date

You may access the web enrollment 24 hours a day, 7 days a week, to make any changes to your benefits election during your new hire enrollment period (45 days). For questions, please contact the on-site FBMC Service Center at 305-585-6512.