



New Team Member Benefit Enrollment

You have **31 days** from your hire date to enroll. Coverage will be effective the first day of the month after your hire date. Benefit Guides and New Team Member Benefit Video Presentations are available to review before you enroll at www.JPSEmployeeBenefits.org.

New Hire Enrollment

2024 Enrollment Instructions

Enroll online from any computer using the link located at www.JPSEmployeeBenefits.org

- Go to the **New Hire Information** page at the top of the screen
- Click on the **Click to Enroll** link
- To **login**, enter your SSN or employee ID (no dashes)
- Enter your **PIN**, the last 4 digits of your SSN and the last 2 digits of your birth year (i.e. 444480)

Or, you may enroll by phone (855)482-9669.

**Be sure to Save/Print your Confirmation Page in case you need to refer back to it.*

Dependent Verification

If you are enrolling your dependents in your medical plan, you must provide a valid SSN, date of birth and verification documents for that family member at the time of enrollment. Your family member(s) will not be enrolled in your medical plan if documentation is not provided within 30 days of enrollment. Upload proof of eligibility documents in the enrollment system.

Benefits Counselors are available to assist you:

Benefits Call Center: (855) 482-9669

Monday – Friday: 7:00 AM – 7:00 PM CST