

Samaritan Health Services online enrollment instructions

1.	Log on	Enter www.electbenefits.com/samaritan in the web browser from any computer with internet explorer 6.0 or higher.
2.	Log in	<p>Login (<i>Employee number - 5 digits required</i>) XXXXX</p> <p>PIN (<i>Month of birth and Year of Birth</i>) MMYY</p> <p>For example, May 1950 would be 0550.</p> <p>Press "Enter" or click "Login" to proceed.</p>
3.	Review your online worksheet and enrollment form	<p>You will also be asked to sign an authorization form online. Please review it carefully before signing.</p> <ul style="list-style-type: none"> Click the arrow to the right of each benefit to view your options. To view the plans, click on the option in the drop-down window. <p>Click "Continue" to proceed.</p>
4.	Verify your dependent information	<p>To add a new dependent*: Click the "Add" button at the bottom of the screen.</p> <p>To change a dependent's information*: Click the "Edit" button to the right of the dependent listing.</p> <p>To delete a dependent*: Click the "Delete" button to the right of the dependent listing. (<i>You will be prompted to confirm your deletion request.</i>)</p> <p>* You must click the "Save elections" button at the bottom of the screen after you have added or changed any dependent information.</p> <p>Click "Continue" to proceed.</p>
5.	Select and confirm your elections	<ul style="list-style-type: none"> Make changes to your current coverage or enroll for the first time. FSA's: select which FSA(s) you'd like to participate in and select your contribution amount. Confirm your selections and "per pay period deductions" on the Final Review screen. <p>Click "Save elections" to finalize your selections.</p>
6.	Samaritan Choice Wellness Plan enrollment	<p>If you enrolled in the Samaritan Choice Wellness Plan, you have two additional steps you will need to take to complete your registration in this plan. The enrollment system will provide you a link to a questionnaire that must be completed through Vivacity. In addition, you will be provided with an opportunity to complete a biometric screening. This screening must be completed within 14 days of your registration, or you will default into the Samaritan Choice Basic Plan.</p>
7.	Receive your confirmation number	<p>Verify your elections and receive your confirmation number, date and time. If you are connected to a printer, click the "Printer-friendly version" link at the bottom of the page to print your confirmation statement.</p> <p>Click "Finish" to end your session.</p>



Important! If you do not receive a confirmation number, you have not completed the enrollment.

At any time during the online enrollment process prior to confirming your elections, you may go back to make changes or to cancel the session.