

ENROLLING IS EASY

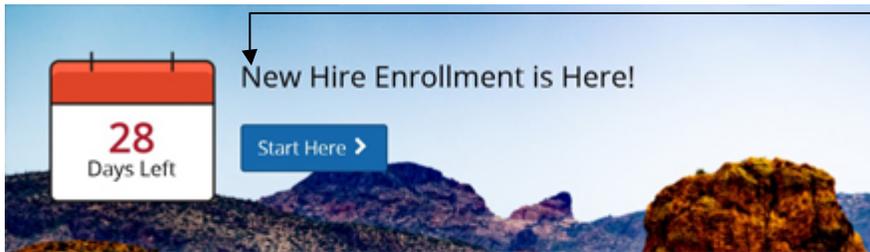
Get started

Visit **benefits.maricopa.gov** and login by entering your username and password.

If you are a first-time user, click on 'Register' to set up your username, password, and security questions. Our 'Company Key' is **maricopa** (note: it's case sensitive).

Forgot your username or password?

1. and specific benefit elections at Visit **benefits.maricopa.gov** and click on the 'Forgot your user name or password?' link.
2. Enter your social security number, company key and date of birth.
3. Answer your Security Phrase.
4. Enter and confirm your new password, then click 'Continue' to return to this page and login.



Begin enrollment

Click 'Start Here' and follow the instructions to enroll in your benefits or waive coverage. You must make your elections within 30 calendar days of your date of hire or benefits eligibility, or from your Qualifying Life Event.

If you miss the deadline you will have to wait until the next Open Enrollment period to make changes.

Welcome to your benefits site!

Profile

Benefit Summary

Change My Benefits

Personal Documents

Looking for more information?

View plan details, carrier specifics and benefit guides by clicking 'Reference Center' in the main navigation.

Want to review your current benefits?

You have year-round access to your benefit summary and specific benefit elections at **benefits.maricopa.gov**. Click 'Benefits Summary' on the homepage to review your current benefits.

Medical

When most people think of benefits, they think about their medical insurance. It's by far the most popular benefit provided by employers, and it's not hard to understand why. Medical benefits are an important part of protecting you and your loved ones. By thoughtfully reviewing your options and selecting the best fit plan, you will not only have greater peace of mind, but could also reduce medical costs long term.

Would you like to enroll in Medical coverage?

I Want Coverage
 Waive Coverage

[Back](#) [Next >](#)

Medical

Who would you like to cover with Medical coverage?

Employee
 Spouse
 Child
 Child

Disconnect All

[+ Add a New Dependent](#)

[Back](#) [Next >](#)

Make your elections

Review your options as you walk through the enrollment process. Click 'I Want Coverage,' select your dependents for coverage, then select your plan.

Click 'Next' and proceed through enrollment.

Review your elections

Review, edit and approve your personal information, elections, dependents, and beneficiaries.

Total Cost **\$177.96**
Bi-Monthly

*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included.

The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the

benefits.maricopa.gov
Company Key: maricopa
602-506-1010

Approve

Once you have reviewed your elections and they are accurate, click 'Approve' to continue.

Confirm your choices

Your enrollment isn't complete until you confirm your benefit elections and cost.

Print

Print your election information and confirmation number for future reference or save it to your Message Center.

Transaction Complete

Print Benefit Summary

Your changes have been submitted.

To add a note to this member's record for the change you just made, [click here](#).

To search for a new employee, [click here](#).

Confirmation Number

757-62-53-561

Home Logout

Make Mid-Year Changes

The benefit elections you make when you are newly eligible or during Open Enrollment are irrevocable during the Plan Year. However, if you experience a qualifying life event such as marriage, divorce or having a baby, you can make changes to some elections. 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** of the 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.

Dependent & Event Verification

If you had a qualifying event and/or added a new dependent(s) to your coverage you must provide sufficient proof of the event and dependent eligibility (Such as a Marriage or Birth Certificate or Loss of Coverage letter) no later than **45 days including the date of the event**. Upload the requested documentation at **benefits.maricopa.gov**. Failure to respond or provide sufficient proof of eligibility will result in your dependent(s) not being enrolled in coverage.

