

Take charge of your health

Welcome to the Diocese of Tucson!

As a new full-time employee, you are eligible for health insurance the 1st of the month following 30 days from hire.

The Diocese of Tucson benefits enrollment process is a paperless process using MyEnroll.com. Use this site to elect your benefits, view your personal information, review plan options and confirm your benefit elections.

- ❖ Online: MyEnroll Website (www.myenroll.com)
- ❖ For Assistance: MyEnroll Customer Service 8:30am - 8:00pm EST
1.800.945.5513
- ❖ Diocese of Tucson Benefits Dept. at 520.838.2517 or
benefits@diocesetucson.org

Benefit elections must be made within the first 30 days of employment. If you do not complete the process by the close of your new enrollment period, your medical benefit election will automatically default to Employee Only coverage per Federal law and all other benefit options will be waived. Once this period has ended, you will NOT be permitted to make any changes to your benefit elections until the next Annual Open Enrollment, unless you experience a Qualified Life Event Change as defined by the IRS Section 125 Guidelines.

To Get Started! A User ID and Password is required to access the site.

How to Obtain your User Name & Password

Navigate to MyEnroll.com and click First Time Users. Get your User Name first by choosing the **User Name** option. Enter the email address associated with your MyEnroll account.

NOTE** If you do not know the email address associated to your MyEnroll account, click **I don't know the email address linked to my account** to identify yourself using your First Name, Last 4 of your Social Security Number, Birthdate, and Home Zip Code.

Click "Submit" and your User Name will be sent to the email address you chose! Once you have your User Name, you will be able to request your Password by clicking **Close** on the confirmation window and then choosing the **temporary Password** option. You'll then be required to enter the User Name and choose the email address where you'd like to receive your Password. You will then need to enter the full email address to verify the email will be sent to the correct address.

Making your Online Elections

The enrollment site is available 24 hours a day, 7 days a week during the enrollment period. When you're ready to make your elections, follow these five steps:

1. Go to www.myenroll.com and enter your **User Name and Password**.
2. Follow the easy enrollment steps using the **Enrollment Wizard**.
3. **Confirm your benefit options and elect your benefits.**
4. **Approve your elections.**
5. **Print your benefits confirmation statement. Provide a copy to your employer.**

If you need to go back and make changes, you may do so as long as it is within the enrollment period.

If you need assistance, please email benefits@diocesetucson.org or call 520-838-2517.

