## **Benefits Enrollment Instructions**

## Uploading supporting documentation...

## **Accessing Benefits Enrollment Portal**

1. Login to myHR at <a href="http://www.northwestern.edu/myhr/">http://www.northwestern.edu/myhr/</a>.

2. Select the **Benefits** tile in myHR Self Service.



3. Select My Health Benefits Elections from the left-hand menu.

< Self Service	Ве
🚼 Welcome to My Benefits	
S Welcome to my Benents	Welcome to My Benefits
My Savings Plan Elections	
	Click on "My Health Benefits Elections" on the left sidebar to enroll
Ny Tuition Benefit Application	Health, Dental, Vision Health Care Flexible Spending Account
Access PayFlex	Health Savings Account Dependent Care Flexible Spending Account
siftercity Access SitterCity	Life Insurance Disability Insurance
Benefits Website	3 y Savings Plan Elections" on the left sidebar to enroll in
My Health Benefits Elections	Voluntary Savings Plan

4. Select Edit your benefits from the center of the page.

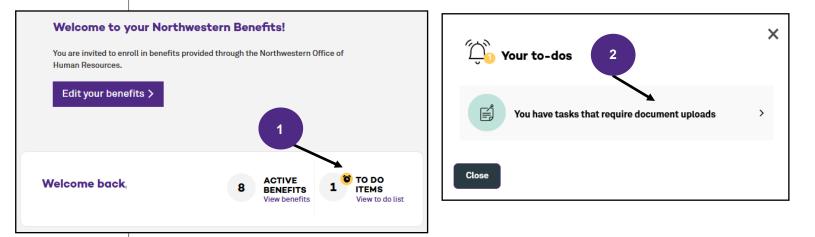
Welcome to your Northwestern Benefits!	
You are invited to enroll in bene Human Resources.	efits provided through the Northwestern Office of
Edit your benefits >	$\leftarrow$

NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.

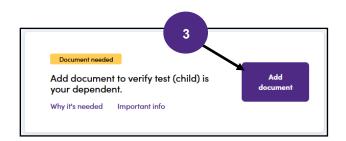
## **Uploading Documentation**

1. Select **To Do Items** from the left-hand menu.

2. Then select the task.



3. Select Add document



4. Finally, type the name of the document, select the type from the drop down menu and select Save Document.

