

Guide to Online Self-Service Benefit Enrollment



Lifespan
Health & Benefits
Delivering health with care.™

Welcome to Lifespan! As a benefit eligible employee, you must enroll in or elect to waive benefit coverage within 31 days of your date of hire. *If you do not make benefit elections within 31 days of your hire date, you will automatically be enrolled in the following coverage. Medical and dental premiums will be deducted from your pay accordingly. This will also delay receipt of your insurance cards.*

- Lifespan Health: Individual Coverage
- Tobacco Use Surcharge
- Delta Dental Plan A: Individual Coverage
- Basic Life Insurance
- Disability Insurance

Lifespan will provide you with an employee benefits summary. Plan documents explaining the details of the Lifespan employee benefit plans are available in the online self-service Benefits Center. You will also learn more about Lifespan employee benefits at orientation.

The enrollment process:

1. Receive your Lifespan network login username / email address. A valid Lifespan email address is required for Benefits Center access. If your email address is delayed for any reason, your enrollment deadline will also be extended.
2. Receive your Benefits Center welcome email with instructions to make your benefit elections online.
3. Log into the Benefits Center to learn about, enroll in, and/or elect to waive benefit coverage.

Benefits Center Login Instructions:

Step 1: Log in to the Employee Self Service Portal at <http://LifespanESS.org>.

Step 2: Enter Lifespan network user name and password to log in.

Step 3: Click on Welcome under the Benefits tab.

Step 4: Select Lifespan Benefits Center.

Step 5: To review plan documents, click on Common Forms & Plan Info. Be sure to choose the documents for your affiliate and union status if applicable. You can also email BenefitsCenter@lifespan.org or call 401-444-5265 with further questions.

Step 6: Click on Welcome to return to the home screen.

Step 7: Click on the Enroll Now button.

Step 8: Follow instructions to review options and make elections for each benefit offered.

Step 9: Review and confirm elections by clicking "Finish." This button saves your elections.

Step 10: Print or save your confirmation statement.

4. Receive insurance cards 10-15 business days from the date you finish your online enrollment.
5. If you enrolled dependents, you must provide proof of eligibility. You will receive a request for this documentation via US mail from Mercer, Lifespan's third party dependent eligibility verifier. Failure to provide proof of eligibility to Mercer will result in your dependents being removed from coverage. You will be responsible for any claims paid for ineligible dependents.