Open Enrollment
Online Self-Service Instructions

Office of Human Resources
Benefits Department

April 25, 2018 – May 16, 2018
The following steps will guide you through the process of accessing your current benefit elections and making changes to those elections by using the online self-service feature of the University portal.

You will need your University of Pittsburgh username and password. If you have forgotten your username, or if you need your password reset, please take one of the following steps:

- Reset your password online with the Self-Service Password Reset Service by selecting “Forgot your password?” on the my.pitt.edu login page. To use the online service, you must have already set your three password security questions.

- Contact the Technology Help Desk at 412-624-HELP (4357). The Help Desk will ask specific questions to confirm your identity and will give you a new password over the phone only if you can answer these questions.

- Stop by a campus computing lab with your ID. The lab consultant will verify your identity and will call the Help Desk, which will give you a new password over the phone.
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STEP 1

Login to the Pitt Passport [https://my.pitt.edu](https://my.pitt.edu)
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STEP 2

Select PRISM Login from the My Resources Tab OR link on side toolbar
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STEP 3

Select PHR Employees Self Service from the Main Menu; select Benefits
Review the individuals listed in your University contact list. Once complete, select the Next button to move on to the next step.

- If an individual needs to be added, use the Add Another Person button.
- If a person needs to be removed contact the Benefits Department for assistance at hr-benque@pitt.edu.

Oracle PHR Employee Self-Service

Dependents

Welcome to the online enrollment system that will allow you to enroll and/or make changes to your 2018-2019 plan year benefits elections that will be effective for the period of July 1, 2018 through June 30, 2019. These elections will remain in effect during the plan year unless you have a qualified status change submitted within 60 days of the event of you terminate employment or change eligibility.

The first step you must take is to add/remove the family members you may possibly want to cover under your health plans. Family members must be listed on this page before proceeding further. If you wish to add a domestic partner, please refer to the Domestic Partner section of the Benefits website: http://hr.pitt.edu/dompartner.

To avoid duplicate information in the system, you must first contact the Benefits Department at 412-624-8360 before adding your eligible family members if you have one of the following situations:

1. Adding a spouse/domestic partner or child(ren) that always employed by the University.
2. Adding a spouse/domestic partner or child(ren) that has/had insurance coverage at the University.

The following documentation must be submitted if you are enrolling a spouse, domestic partner or child(ren) for the first time:

- Spouse: Marriage certificate
- Child(ren): Birth certificate showing employee as a parent
- Domestic Partner: Approved Affiant of Domestic Partnership

All documentation is needed.

Please remember:

- DOR’s are required for all dependents and SSN’s if issued in order for elections to take effect.
- This page includes any dependents who at one point in time were covered under your plan(s).
- Use the back button at the bottom of the page to move to the previous screen; DO NOT USE your browser back button.

[Add Another Person]

[Add Another Person]

Tip: Press update icon to validate address and other information.
STEP 5

Review the benefits you’re currently enrolled in and select the Update Benefits button to make changes.

- Use the “Current Benefits” tab and the drop down box on the top of that page to review past year elections.
Please follow the steps 6 through 9, outlined next.

If you **DO want to** make changes to your current benefit elections

No action is necessary; all of your current benefit elections will remain the same through June 30, 2019.

If you **DO NOT want to** make changes to your current benefit elections

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After Reviewing Your Benefits Enrollment:

**If you DO want to** make changes to your current benefit elections

Please follow the steps 6 through 9, outlined next.

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No action is necessary; all of your current benefit elections will remain the same through June 30, 2019.

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If you **DO NOT want to** make changes to your current benefit elections

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Complete the enrollment form to elect your desired benefits for the new plan year. Once complete, select “Submit_Proceed”
If you are including dependents on your coverage, use the form to designate which plan(s) they should be included on. Select “Submit_Proceed” when finished with this page.
If you are newly electing the Panther Gold HMO and/or Concordia Plus DHMO for yourself or a dependent, you will need to select a Primary Care Provider. Select “Submit_Proceed” when finished with this page.

- The required provider codes can be found on the plan vendors’ websites.
  - Medical is a 4 digit code; dental is a 9 digit code
Print a copy of your confirmation screen for your records. Once complete, select the ‘Finish’ button. You can make changes multiple times through the election period.