

How to Enroll in Your Benefits

Follow these steps to log into the system and enroll in your benefits (be sure to review benefit information prior to making your enrollment decision):

1. Log on Log on by typing www.portlandoregon.gov/benefits in your web browser, then enter your user name and password (this is the same username and password that you would use to access your employee self-service portal). If you do not have a user name and password with portlandoregon.gov, click the “Create a New Account” button and follow the online steps to set up your account.

Sign-In	
New to PortlandOnline?	Already a PortlandOnline User?
If you want to sign in, you'll need to create an account and register first. Creating an account is fast and secure. To do so, click on button below. <input type="button" value="Create a New Account"/>	Sign in here to have access to personalization features. PortlandOnline User Name <input type="text"/> You can also use your registered e-mail address. Password <input type="password"/> Password is case sensitive. Forgot your user name or password? <input type="button" value="Sign-In"/>

2. Enroll Click on the Enroll Now! Button. Then click on Get Started.



- You will need to enter information about each of the dependents you wish to enroll in the benefit plans. *The following documentation is required if adding dependents: a marriage certificate to add a spouse, a domestic partner affidavit or registration to add a domestic partner, and a birth certificate or adoption paperwork to add a child.*
- The enrollment process will include making benefit elections in each of the sections for Health benefits, Flexible Spending Benefits, Basic Life, Supplemental, Spouse and Dependent Life, Long Term Disability (if applicable) and the Employee Assistance Program. You will need to “Save” each section to complete your election and move on to the next plan.
- Even if you do not want to enroll in a particular benefit, you must complete the section by indicating your election to not enroll in that plan.
- For life insurance benefits you will need to include information about your beneficiary and indicate whether they are the primary or secondary beneficiary and the percentage share of your life insurance benefit. (If you have only one beneficiary, that beneficiary would be “primary” and the percentage share would be 100%.) If you want two beneficiaries to receive equal portions of the benefit, they would both be “primary” and you would indicate 50% as a share for each of them. If you want to designate a beneficiary who would only receive a benefit if your “primary” beneficiary is no longer alive at the time of your death, you would indicate them as a “secondary” beneficiary.
- To confirm your elections, you may review your Employee Benefit Summary Report. Located under your Important Documents section of your account.

3. Log Off Be sure to log out of your account.

Required documents:

- Acknowledgement Form (enclosed)
- The following documentation is required if adding dependents: a marriage certificate to add a spouse, a domestic partner affidavit or registration to add a domestic partner, and a birth certificate or adoption paperwork to add a child.
- You may upload required documents into your online benefits account in your “documents center”, return using the enclosed envelope, interoffice mail to code 106/404 Attn: Benefits, or fax to 503-823-3522.

If you have any questions or need additional help with enrollment, please call the Health & Financial Benefits Office at 503-823-6031.