



Health & Financial Benefits
HEALTHY LIVING. HEALTHY FUTURE.

Your Benefits Open Enrollment Toolkit

All the resources, tools, and information you need in order to make informed benefit decisions for the coming plan year.



Benefit Confirmation Statement & Letter

Your Benefit Confirmation Statement shows your current benefit enrollments, and will come to you in the mail.



Open Enrollment Info Brochure

This brochure will come to you in the mail. You can also find it here: <https://www.portlandoregon.gov/bhr/60234>



Bridges to Benefits Newsletter

A special Open Enrollment Issue. Available online at www.portlandoregon.gov/bhr/article/682257



Select your Benefits to Benefit You Webinar

This special webinar will give an overview of benefit plans to help you select the plan that's best for you and your family. Register at: <https://register.gotowebinar.com/register/5775594233694963970>



Attend an Info Booth or Presentation

Learn the details about changes from a benefits specialist. Check out our Open Enrollment calendar at www.portlandoregon.gov/bhr/article/683269 for dates and locations near you.



Connect with Us; We are here for you!

Call, email, or come see us in person. Join the Benefits Text Club by texting "city benefits" to 31996 to receive important updates, reminders, and special offers—straight to your phone!



Health & Financial Benefits Office

CONTACT INFO

Phone: 503-823-6031

Fax: 503-823-3522

E-mail: benefits@portlandoregon.gov

Text "city benefits" to 31996 to join our text club!

Website Resources & Important Links

- **Benefits Portal (for making elections):** www.portlandoregon.gov/benefits
- **Health & Financial Benefits Website:** www.portlandoregon.gov/bn
- **Open Enrollment Information Page:** www.portlandoregon.gov/bhr/60234
- **Handbooks, Summaries, & Highlight Guides:** www.portlandoregon.gov/bhr/67562
- **WageWorks (Flexible Spending Accounts):** www.wageworks.com

Directions to Benefits Portal and How to Make Changes to Plans

1. Sign-in to your benefits online account at www.portlandoregon.gov/benefits.
2. Click the blue My Benefits button.
3. Click the Get Started button.
4. Scroll down and make changes. Click Save.

If you have new dependents, you can upload supporting documents (such as marriage certificate, domestic partnership affidavit, and birth certificates) to your Document Center. Review your Benefit Summary report, which will show your new elections effective July 1st.

Hard copies of Health Plan Documents (Summary Plan Descriptions, Highlight Guides, and Benefit Plan Summaries) are available upon request. Email benefits@portlandoregon.gov with your name, address or inter-office, and the specific materials you would like sent to you.



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