

Benefits QuickStart Guide

Enrolling in your benefits can be confusing!
Use this Quickstart Guide to help you through it.

Learn About Your Benefit Options

Attend the new hire orientation (offered the 1st Tuesday of each month) and review plan options on our website at www.portlandoregon.gov/bn.



Watch Your Email for Your Log-In Access

This will come to you via work or personal email a couple weeks after your start date, and gives you access to your benefits portal to enroll online.



Complete Your Enrollment within 35 Days of Hire

Upload supporting documents (marriage license, birth certificates, domestic partnership affidavit) directly to your benefits portal.



Health & Financial Benefits
HEALTHY LIVING. HEALTHY FUTURE.

benefits@portlandoregon.gov
503-823-6031



Add & Maintain Your Beneficiaries

Make sure you have beneficiaries listed for both basic and supplemental life (if you have enrolled in both) online via your benefits portal.



Create Online Accounts

This can be done for each plan you enroll in, such as medical, dental, vision, and flexible spending accounts.

Additional Tasks



Read Materials

Keep up with your benefits by reading information we send out (such as our weekly events email and the Bridges to Benefits newsletter).



Join The Text Club

Text "city benefits" to 31996. You'll get important communications, plus special offers and discounts!



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