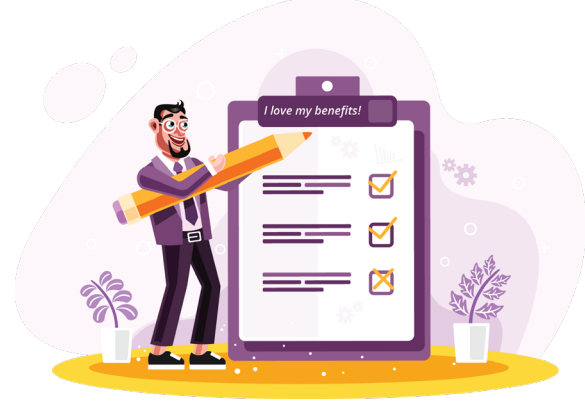


New Hire Benefits Checklist



Before You Enroll in Benefit Plans



Attend a New Hire Orientation presentation to learn more about your benefit plans and options. Sign up on CityLearner at www.portlandoregon.gov/sf, or email hrtraining@portlandoregon.gov for assistance.



After receiving your new hire email from the benefits office, log in to your account at www.portlandoregon.gov/benefits and sign up for your benefit plans. Do this within 35 days of your hire date. You can review your benefit elections any time at www.portlandoregon.gov/benefits



The benefits office will send you a confirmation email once you have been enrolled.



Required notices can be found online at www.portlandoregon.gov/newemployeebenefits. You can request a hard copy of any of these notices at no charge by contacting our office.



Review plan Summary of Benefit Coverage and benefit handbooks for more details about your plans. These can be found at <https://www.portlandoregon.gov/bhr/67562>. Hard copies are available at no-cost by contacting our office via email or phone.

After You Enroll in Benefit Plans



Upload any supporting documentation necessary to your benefits portal at www.portlandoregon.gov/benefits. This includes a marriage certificate for a spouse, a Domestic Partner Affidavit for a domestic partner, or birth certificates for any children you have enrolled in your plans.



Be sure that you have elected beneficiaries for your life insurance. You can do this online through your benefits portal. If you have enrolled in additional optional life insurance, be sure that you assign beneficiaries for that plan as well.



Once you are enrolled in plans, you can create online accounts for each plan, including medical, dental, vision, and flexible spending accounts.



Join our text club - you will receive important reminders about deadlines such as open enrollment, as well as fun stuff like Adidas, Nike, and Columbia employee store passes. Text "city benefits" to 31996 on your cell phone.



If you've enrolled in a Health FSA or a Dependent Care FSA, be sure to check out how to create and manage your Wageworks account. More information can be found online at <https://www.portlandoregon.gov/bhr/76511>



Learn about the other benefits available to you.

- Cascade Centers EAP : <https://www.portlandoregon.gov/bhr/76512>
- CityStrong Wellness: www.portlandoregon.gov/citystrong
- Deferred Compensation: <https://www.portlandoregon.gov/bhr/26734>