

YOUR STEP-BY-STEP GUIDE TO ONLINE BENEFITS ENROLLMENT

Find benefits answers quickly and easily

You can view information about the benefits available in your package—including eligibility, enrollment and participation requirements—on the Insperity Premier™ platform at portal.insperity.com. On Insperity Premier, your information is provided in a simple online overview, so that it's easy to find the answers you need. Insperity Premier also features digital tools and resources like ALEX® that will help you make the most of your Insperity benefits.

How to enroll online

1. Log in to Insperity Premier at portal.insperity.com, or click “Create Your Account” if you're a first time user.
2. Select “Benefits” under “My Account,” then “Enroll” under Insperity Group Health Plan options. Your enrollment deadline will be displayed on this screen.
3. Launch ALEX to find your best coverage fit.
4. Review your Enrollment Summary to confirm your selections, or select “Edit” if you wish to make changes.
5. Submit your Group Health Plan Enrollment Request by selecting “Submit” once you have reviewed your submission.
6. Print the online confirmation for your records once you have submitted your online enrollment request.

Benefits enrollments are time-sensitive

Enrollments submitted on the last day of your designated enrollment period but after the deadline times shown below for each time zone cannot be processed, so be sure to enroll early to ensure success.

- Eastern: 12:59 a.m.
- Central: 11:59 p.m.
- Mountain: 10:59 p.m.
- Pacific: 9:59 p.m.

Questions?

If you need assistance with enrollment, or have questions about your Insperity benefits, please call the Insperity Contact Center at 866.715.3552 from 7 a.m. to 7 p.m. Central time, Monday through Friday.

Talk to ALEX before you enroll

Before you enroll, talk to our interactive decision support tool ALEX. He'll ask a few questions about your health care needs, crunch some numbers and point out what makes the most sense for you. During your initial and open enrollment periods you can find ALEX on the Insperity Premier platform. Log in to portal.insperity.com and click “Start Now” next to Health Benefits, then select “Yes, help me find the best fit!” on the next screen.