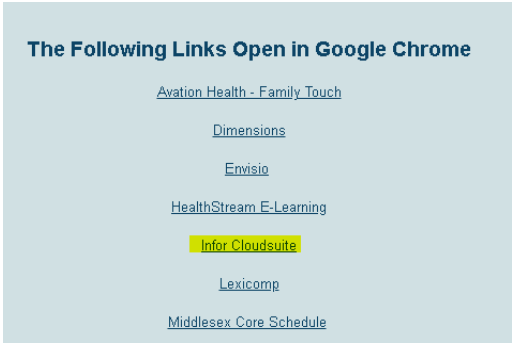
Enrolling in Benefits

Click **MHSnet** icon from your desktop

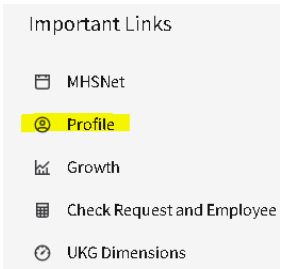
Click **Computer Systems** from the top of the Intranet page.

Click **Infor** from the left hand column

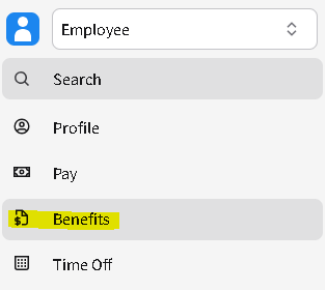


Click on the **tiles** at the top left hand corner of the screen
and select **MHS Employee WorkSpace**

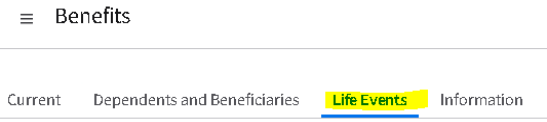
Under **Important Links** select **Profile**



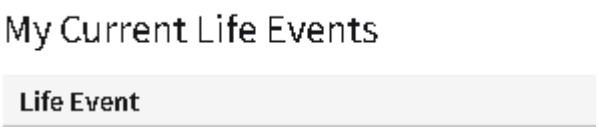
To the left of the page, select **Benefits**



Toggle to **Life Events**



Under **My Current Life Events** double click **New Hire Enrollment** event

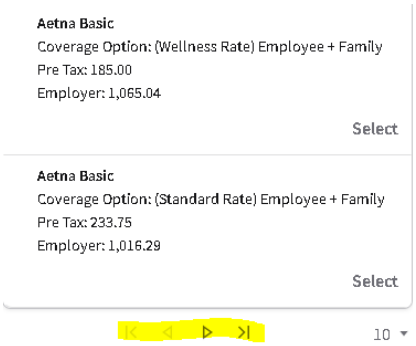


Enrollment

Health/Dental/Vision/FSA Medical/FSA Dependent Care

Click the **three lines** next to **Benefit Choices**

Scroll through the various options available to you
Click the **arrow** at the bottom to navigate to additional options in the plan

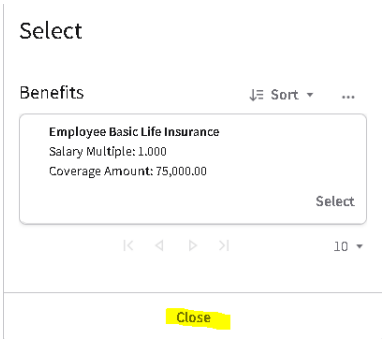


Once the options are chose click **Close**

Employee Life Plans
Click the **three lines** next to **Benefit Choices**

Click **Select** for the Core Life Insurance

- *You will be unable to submit your benefit enrollment unless you complete this step. Middlesex Health provides this benefit at no cost to you.*



Click **Close**

Long Term Disability (offered to employees who work at least 35 hours each week)
Please follow the same instructions above.

Documentation

- Allows employees to attach documents to prove relationships. Proof of relation can include:

    - Birth certificate or court order (for children)
    - Marriage license or first page of tax form (for spouse)

Review and Submit

- Click the **Submit** button
- Check the **Agree to Enrollment Terms** box

Click **View Confirmation**

- This allows you to view and print your enrollment confirmation. A copy will also be sent to your Middlesex Health email address.

Done!