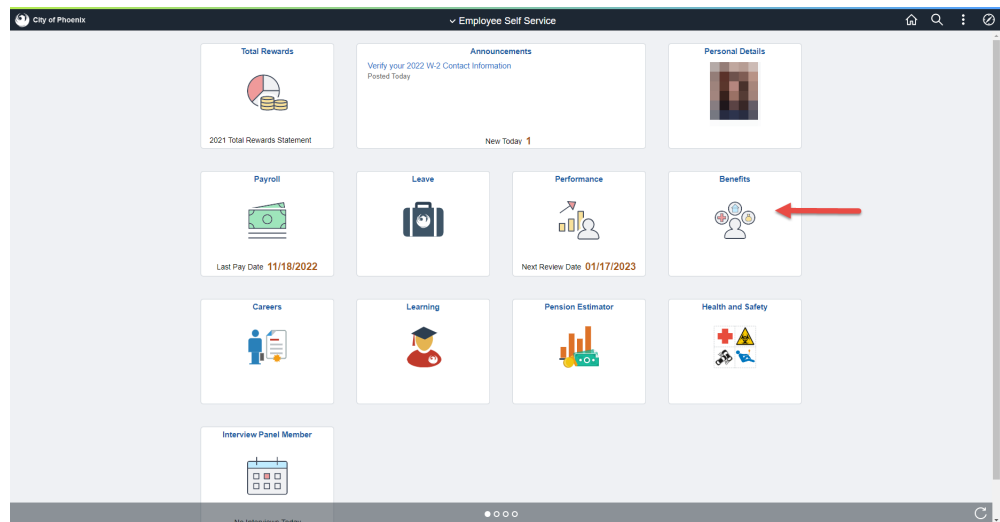


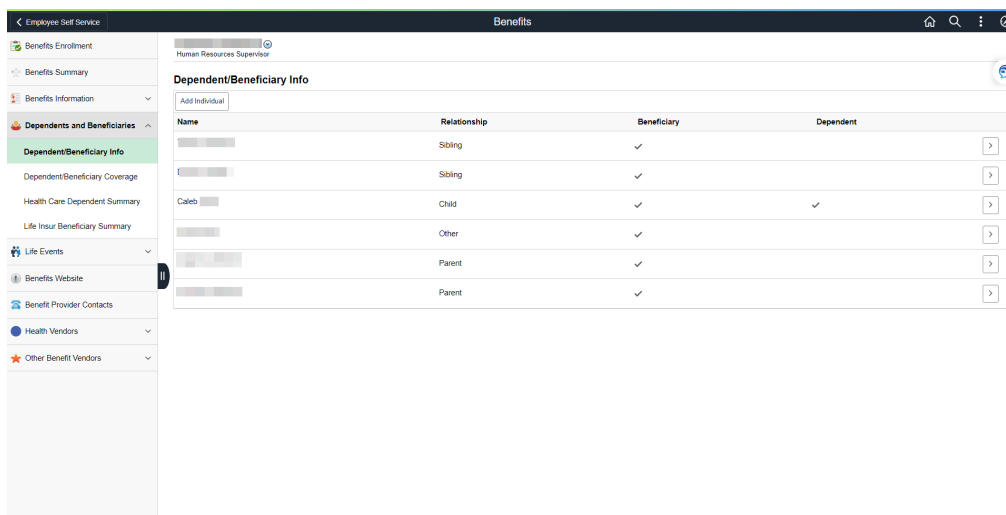
Post Employment Health Plan (PEHP) Program Update

Please follow the steps below to ensure your spouse/qualified domestic partner (QDP), who is a City of Phoenix employee, enrolled on your medical plan, can receive PEHP contributions:

1. Log into [eCHRIS](#)
2. Navigate to the Benefits tile in Employee Self Service



3. Select Dependents and Beneficiaries > Dependent/Beneficiary Info on the left



4. Select the dependent/beneficiary to update their social security number

5. Under National ID, click on Add National ID

Cancel
Update Individual Dependent/Beneficiary Information
Save

Click Save once you have edited your Dependent/Beneficiary's personal information. The changes that are made will go into effect on Nov 8, 2022. Not all information may be changed once created. Contact the Benefits Office for changes to name, gender, date of birth and relationship to employee.

Name

Caleb

Personal Information

Date of Birth: 2009

Gender: Male

Relationship to Employee: Child

Dependent: Yes

Beneficiary: Yes

*Marital Status: Single

*Student: No

*Disabled: No

Smoker: No

*Employed by the City: No

Address

Address	Address Type	Same Address as mine
USA	Home	Same as mine

National ID

No National ID exists.

Add National ID

6. Enter the beneficiary/dependent social security number

7. Click Done