

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

Otty of Phoenix	∽ Employee Self Service 命 ♀ :						
	Total Rewards	Announcements Verify your 2022 W-2 Contact Information Posted Today New Today 1		Personal Details			
	Payroll Last Pay Date 11/18/2022	Leave	Performance	Benefits	_		
	Careers	Learning	Pension Estimator	Health and Safety			
	Interview Panel Member		000		C		

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

C Employee Self Service		Benefits			<u>ଲ ୧ :</u> ୧
Benefits Enrollment	Human Resources Supervisor				
Benefits Summary	Dependent/Beneficiary Info				e
Benefits Information	Add Individual				
🕹 Dependents and Beneficiaries 🗠	Name	Relationship	Beneficiary	Dependent	
Dependent/Beneficiary Info		Sibling	~		>
Dependent/Beneficiary Coverage		Sibling	*		\rightarrow
Health Care Dependent Summary	Caleb	Child	~	~	>
Life Insur Beneficiary Summary		Other	~		
Life Events ~		Parent	*		
Benefits Website		Parent			
Benefit Provider Contacts		Farent	~		2
Health Vendors ~					
🗸 Other Benefit Vendors 🛛 🗸 🗸					

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	S
Click Save once you have edited your Dep information may be changed once created.	endent/Beneficiary's personal information. The o Contact the Benefits Office for changes to nar	hanges that are made will go into effect on Nov 8, 2022. No ne, gender, date of birth and relationship to employee.	X all	
Name				
Caleb			>	
Personal Information				
	Date of Birth 2009			
	Gender Male			
Relat	ionship to Employee Child			
	Dependent Yes			
	Beneficiary Yes			
	"Marital Status Single	~		
	*Student No 🗸			
	"Disabled No 🗸			
	Smoker No			
*Employed by th	e City No 🛩			
unprojet by th	e englise e			
Address				
Address	Address Type	Same Address as mine		
USA				
	Home	Same as mine	>	
National ID				
National ID No National ID exists.				
Add National ID				

- 6. Enter the beneficiary/dependent social security number
- 7. Click Done