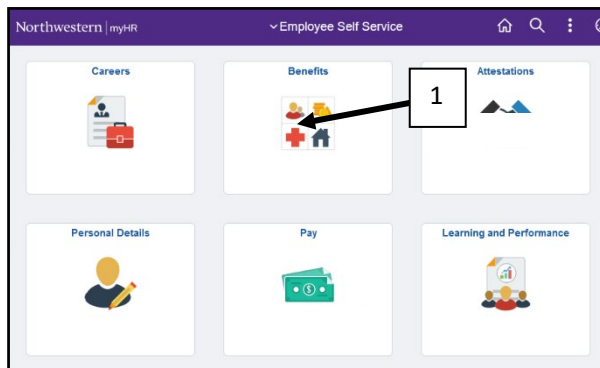


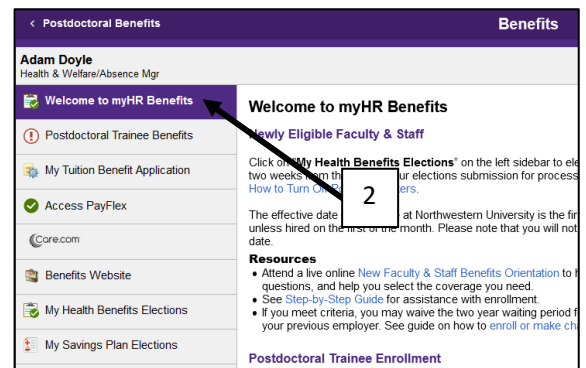
As a postdoctoral trainee, you will need to utilize two systems, both accessed via myHR, to enroll in benefits. One system will allow you to enroll in health, dental, vision, and life insurance. The other system will allow you to enroll in the health care FSA, dependent care FSA, and long term disability plans. To begin enrollment, login to [myHR](#) then follow these steps:

Enrolling in Health, Dental, Vision, and Life Insurance

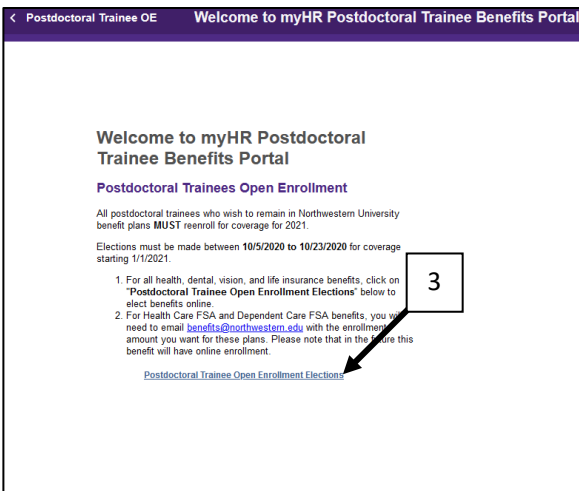
1. Select the **Benefits** tile in myHR Self Service.



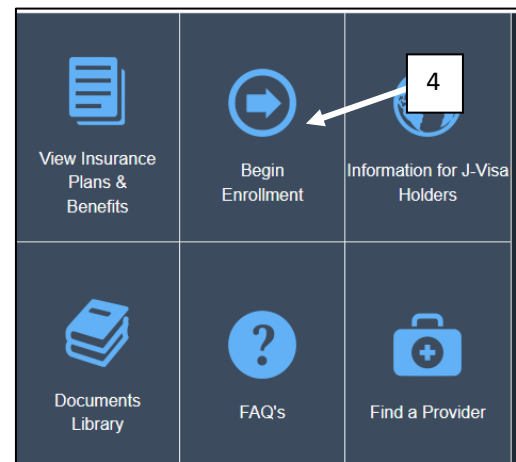
2. Select **Postdoctoral Trainee Benefit** to enroll in health, dental, vision, life Insurance.



3. Select **Postdoctoral Trainee Open Enrollment Elections**.

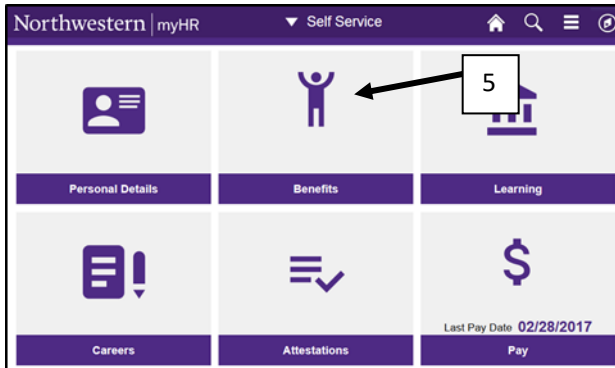


4. Select **Begin Enrollment** from the center of the page. You may be prompted to create an account. Follow the prompts to complete enrollment.

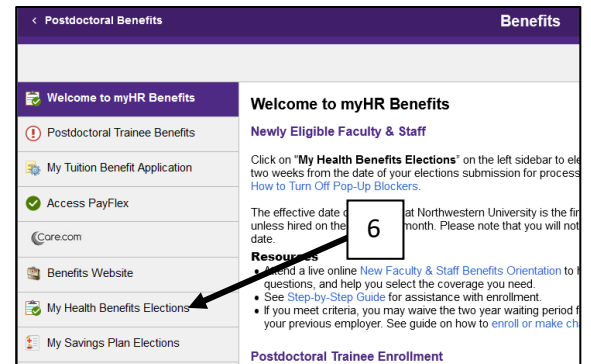


Enrolling in Flexible Spending and Long Term Disability

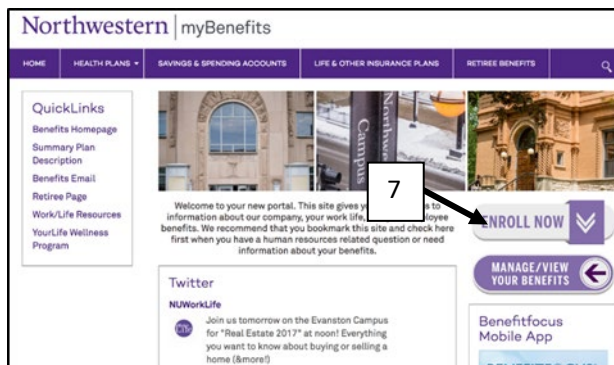
5. You may need to select the **Benefits** tile in myHR Self Service if you have been logged out.



6. Now, to elect health care FSA, dependent care FSA, and long term disability insurance select **My Health Benefits Elections**.



7. Select **Enroll Now**.



8. Select **Get Started** from the center of the page. Follow the prompts to complete enrollment.

