



New Hire Portal

Welcome to our Company!

Employee Record Data | **Select Benefits** | **Download Document Templates**

Instructions

1. Make this page a favorite in your browser so you can return when needed
2. Enter your Employee Record data using the first tile above.
3. Review the available benefit plan options, then submit your plan selections in the second tile above.
4. Download each of the forms listed in your welcome email from the New Hire Forms in the third tile above.
5. Fill out each of the forms and save with your name added to the end of the file name.
6. Submit each of the completed forms using Upload function below.
7. Return to this page to keep track and finish your forms

Your Benefit Options

Review the benefits plans available to you for your locations (State) below. Click on the corresponding plan links to review details of the plan. Once you have decided upon what plan(s) you wish to choose, use the select benefits button above to submit your choice(s) thru a Service Request.

Benefit Plans [See all](#)

Title	Website	Plan Type
CA - Blue Shield PPO Gold	https://www.blueshiel...	Medical
CA - Blue Shield PPO Silver	https://www.blueshiel...	Medical
CA - Blue Shield HMO	https://www.blueshiel...	Medical
All - Kaiser Permanente	https://www.kp.org	Medical
AZ - Blue Cross/Blue Shield PPO	https://www.azblue.com	Medical

Upload Forms/Documents [See all](#)

+ New | Upload | Sync | Export to Excel | All Documents

See Instructions section for important information from HR	Employee Record Data tile to enter all your contact/HR information and submit it to HR	Your Benefit Options and Benefit Plans sections to see benefit plans offered to you by your company
Download Document Templates to download all the forms you need to fill out for your HR department	Upload Forms/Documents to submit those completed forms to HR	Select Benefits to submit your chosen benefit plans to HR