Employee enrollment instructions

The Insperity Premier™ platform makes it easy and convenient to complete your employee paperwork, learn about your group health plan coverage options and enroll in your group health plan and flexible spending account – anywhere, anytime.

COMPLETING YOUR EMPLOYMENT ENROLLMENT IS EASY

1. Create an **Insperity Premier** account
2. View your self-paced orientation located on the **homepage** or in the **Benefits** section
3. Complete your **employee enrollment packet** (online or by paper*)
4. Complete your **benefits enrollments online** (online or by paper**)

As a new or rehired employee, your enrollment administrator at your company has provided us with some of your personal and employment information. This information is used in your enrollment packet, making it quicker and easier for you to complete your new hire onboarding.

NEW EMPLOYEES

Create an Insperity Premier Account
Follow these steps to create an account and access Insperity Premier:

1 Go to **https://portal.insperity.com**.

2 Select **Create an Account**.

3 Enter your Last Name, Date of Birth and SocialSecurity Number to verify your identity. If you receive the message "The information you provided does not match our database...," this means some of the information you entered does not match what your company provided. **Please see your enrollment administrator to correct the information before proceeding**.

4 Create a username for your account that is unique, yet easy for you to remember. Create your password using at least eight characters. It **must** include a capital letter, lowercase letter, at least one number and one symbol.

5 Select three of the offered challenge questions and enter your answers. If you forget your password, your challenge question will be used to help you access your Insperity Premier account.

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* Employee enrollment packet - If you choose to decline the paperless method, you or your enrollment administrator will need to print the pre-populated forms from the online enrollment box. Complete and sign all of the documents and submit to your enrollment administrator.

** Paper benefits enrollment - To enroll in benefits print the Benefits Enrollment/Change Request form, which can be found on Insperity Premier under Company > Forms & Policies > Enrollment or Change > Benefits Enrollment/Change Request form. Fill out the form and submit the completed document directly to Insperity by faxing it to the number provided on the form.

REHIRED EMPLOYEES

Access Insperity Premier

Follow the steps below to log in to Insperity Premier:

1 Go to **https://portal.insperity.com**.

2 Log in using your existing Insperity Premier account username and password.

- If you cannot remember your existing username and password, use the **Forgot username** or **password** link or call the **Insperity Contact Center** at **866.715.3552** to retrieve the information.
- When you first log in, you will see information relating to your previous company. At this point, the Insperity system sees you as a former employee of your previous company, not as an employee of your current company.
- Once you complete your enrollment packet, the system will register you as an employee of your current company and will show your current company information.

EMPLOYEE ENROLLMENT PACKET

1 Navigate to the Insperity Premier™ platform to access the enrollment box. Select **Start Now**.

2 Complete your employee enrollment packet on or before your date of hire. You will need to provide documentation of identity and eligibility to work to your enrollment administrator for completion of the federal Form I-9.

BENEFITS ENROLLMENT ONLINE

1 Go to Insperity Premier to access the enrollment box.

2 Complete your benefits enrollment online on or before 11:59 p.m. CT of the deadline listed in the enrollment box.

IMPORTANT NOTE: If you miss the deadline for benefits enrollment, you will have to wait for a qualifying life-changing event or your annual open enrollment to enroll in benefits.

INSPERITY IS HERE TO HELP

For technical assistance, contact the **Insperity Contact Center** at **866.715.3552**. For enrollment questions, contact your company enrollment administrator.