ENROLLING IS EASY

LOG IN

Visit **benefits.maricopa.gov** from any computer or smart device and **Login** with your **User Name** and **Password**.
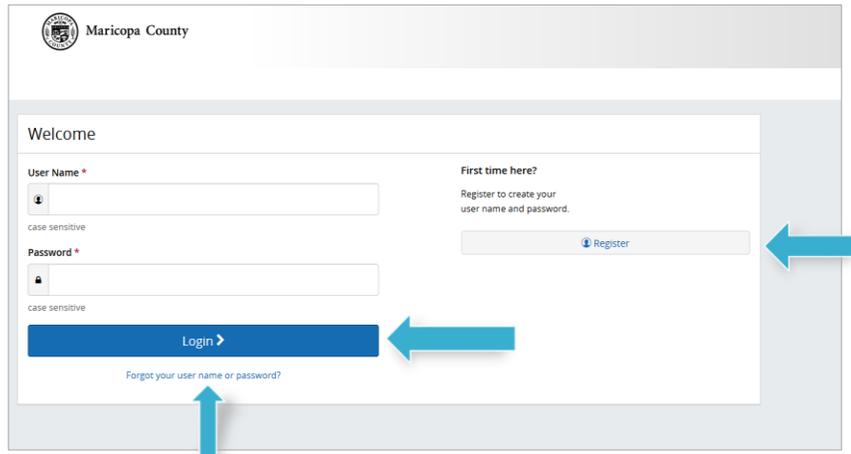
New users must **Register** and answer security questions. Our case-sensitive company key is **maricopa**.

FIND INFORMATION

View plan details, carrier specifics and resources in the **Reference Center**.

Need to reset your user name or password?

1. Click **Forgot your user name or password?**
2. Enter your Social Security Number, birth date and our company key, **maricopa**.
3. Answer your security question.
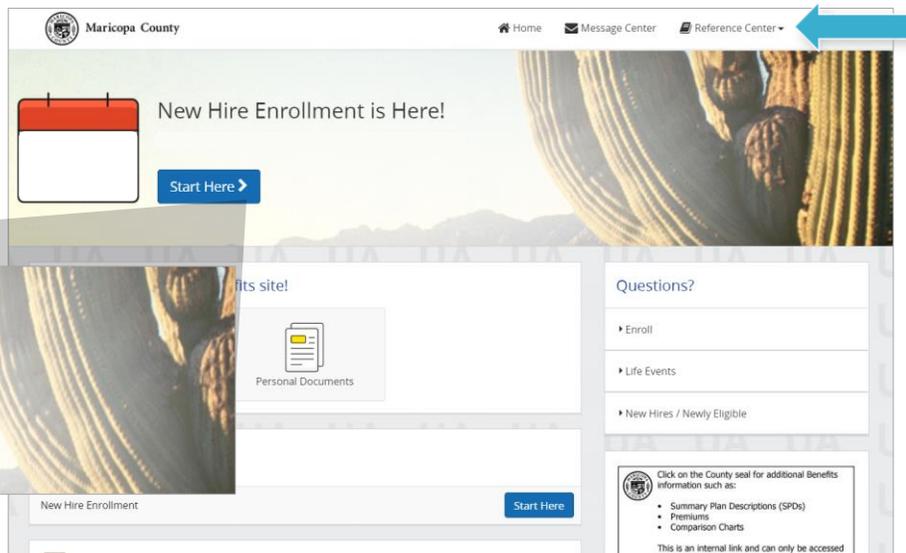4. Enter and confirm your new password, then click **Continue** and **Login** with your new credentials.

GET STARTED

Click **Start Here** and follow the instructions to make your benefit choices. You must make your elections within 30 calendar days from date of event. If you miss the deadline you will have to wait until the next annual enrollment period to enroll or make changes.

Download the MyChoice℠ Mobile App

1. Visit your device's app store and download the **MyChoice by Businessolver®** Mobile App.
2. Visit **benefits.maricopa.gov** to **Get Access Code**.
3. Activate the app with your access code. (If you don't use the code within 20 minutes, you'll need to generate a new one.)
4. Follow the instructions within the Mobile App to have easy access to your benefits on the go.

Maricopa County

benefits.maricopa.gov
Company Key: maricopa
Employee Benefits: 602-506-1010
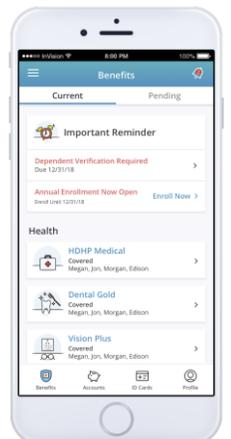
MAKE YOUR ELECTIONS

Using **Previous** and **Next** to navigate, review your options as you move through the enrollment process. Select plan(s) and who you would like to cover. Track your choices and costs along the left side.

REVIEW AND CONFIRM

Make sure your personal information, elections, dependents and beneficiaries are accurate and **Approve** your enrollment.

To finalize your enrollment, click **I Agree**.

FINALIZE

When your enrollment is complete, you will receive a confirmation number and you can also **Print Benefit Summary**.

Your **To Do** list will notify you if you have any additional actions needed to complete your enrollment.

Dependent Verification

If you add a dependent to your Coverage you must provide the required supporting documentation within 45 days from date of event.

Review your benefits

You have year-round access to a Benefits Summary that shows your personal selections. Click **Benefit Summary** on the homepage to review your current benefits at any time.

benefits.maricopa.gov
Company Key: maricopa
Employee Benefits: 602-506-1010

Make Mid-Year Changes

Once approved, your benefit elections will remain in effect until the end of the plan year, unless you have a qualifying life event such as marriage, divorce or having a baby. Find detailed information in the **Reference Center**.
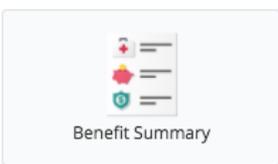
1. Click on **Change My Benefits**.
2. Select **Life Event** and the event type.
3. Review your options and follow the election steps outlined above to complete your changes.

IMPORTANT: You must make changes within **30 calendar days of the event, and provide required documentation.
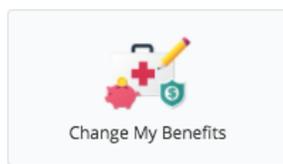
Change your beneficiary(ies)

Beneficiary changes can be made at any time of the year.

1. Click on **Change My Benefits**
2. Select **Basic Info** and **Change of Beneficiary**.
3. Follow the prompts to complete your change.