

How to Enroll in ARH Benefits using Benefitfirst



Current Employees: Any changes or new enrollments must occur during the open enrollment window unless a qualifying life event that impacts benefits occurs.

Benefit-eligible New Hires: If you are a benefit eligible employee, you will be provided with a time frame to complete your enrollment selections during your ARH orientation. You must enroll through Benefitfirst within 31 to 45 days of your ARH employment start date. If you do not enroll in this time frame, you will not be eligible for benefits until the next Open Enrollment period.

To enroll or make changes to your current benefits, review the **Benefits Guide** and use one of the options below:

Enroll online

- Obtain your **Personal Benefit Summary** with temporary password from local Human Resources
- Go to www.Benefitfirst.com
- Login using your current login information and **Company ID 631**, and create a new password
- At the homepage, select **Enroll Now**
- Select the **Annual Enrollment** option (new hires will select **Enroll in or Decline Benefits**)
- After your selections are made, you will be asked to review and certify your selections by re-entering your password.
- The final step is to click **Submit** to complete your transaction. NOTE: Please print your enrollment document for your records.

Use the Mobile App

- Obtain your **Personal Benefit Summary** with temporary password from local Human Resources
- Download the free Benefitfirst app available for Apple and Android users
- Login using your current login information and **Company ID 631**, and create a new password
- Confidently navigate through your benefits within the mobile app

Call the Benefitfirst Call Center - If you have technical questions or would like to enroll by phone:

- Obtain your **Personal Benefit Summary** with temporary password from local Human Resources
- Call **1-888-322-9374** and use **Company ID 631** to speak with an Enrollment Specialist. The Benefitfirst Call Center is available Monday-Friday, 8:30 a.m. until 5:00 p.m. EST.

No benefit changes can be made after Open Enrollment unless you experience a Qualifying Life Event (QLE).