

Benefits Enrollment Process Guide

Benefits Enrollment is the process for employees to select employer-offered benefits, including health, dental, vision, life insurance, and retirement plans. Benefits Enrollment is available to new hires, those with qualifying life events, or during the annual **Open Enrollment** period.

Important Information:

- The Benefits Enrollment Period will be open for **30-45 days** depending on the reason for enrollment. Once closed, you must wait until the next Open Enrollment or Qualifying Life Event occurs.
- If you are having trouble accessing your employee portal, please contact your HR Business Partner for assistance.
- Please follow the steps on page 2 for the Benefits Enrollment Process.

Benefits Currently Offered by PES



Medical Insurance



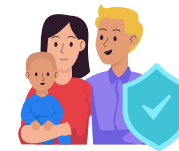
Dental Insurance



Vision Insurance



Telehealth Insurance



Life Insurance



Short-term & Long-term
Disability Insurance

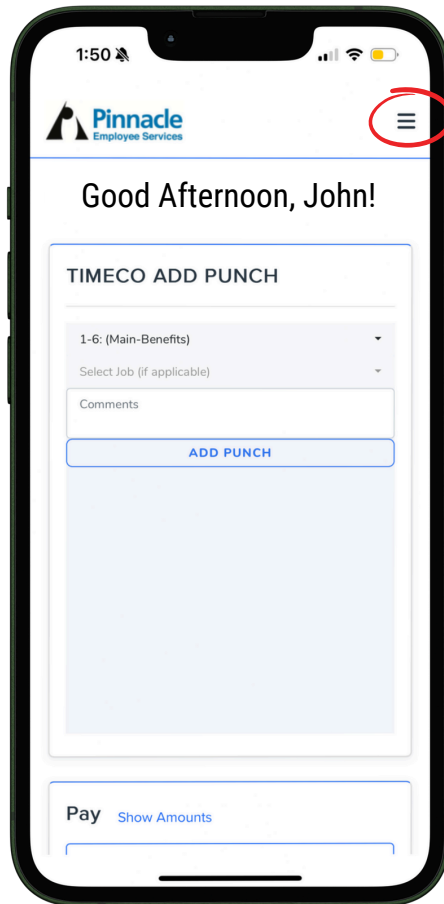


Accident, Hospital Indemnity &
Specified Disease Insurance

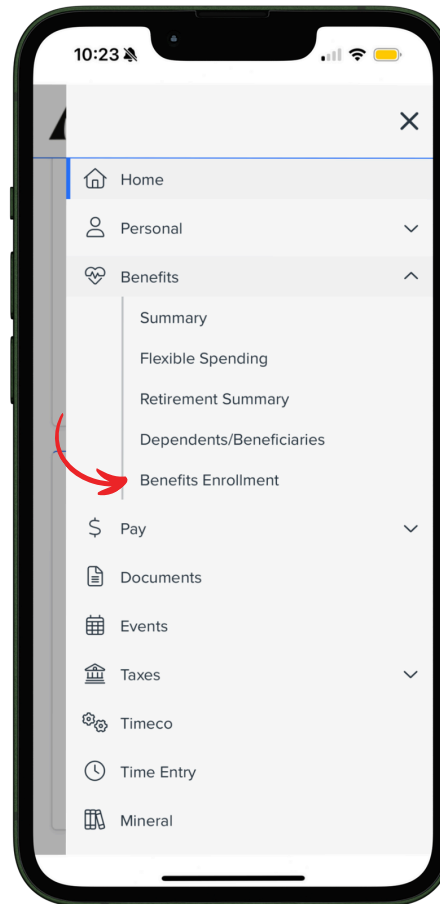


Employee Assistance Program:
Counseling, Financial, Legal Services & more

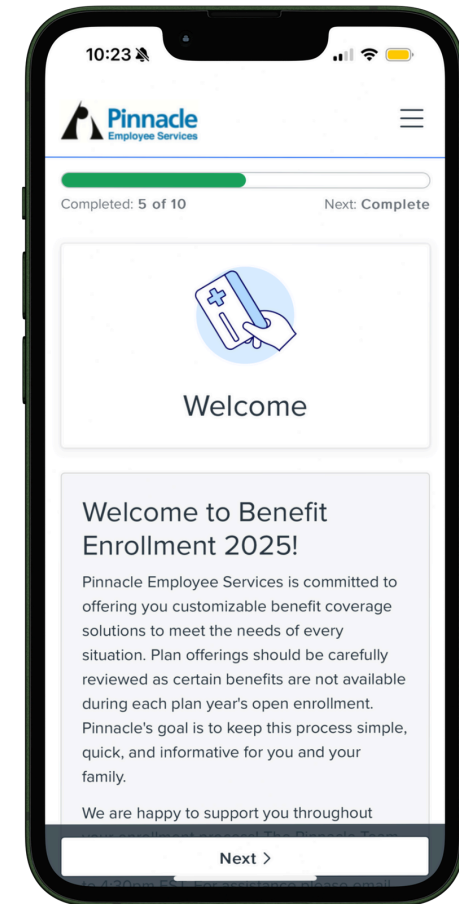
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1 Select the right side panel.



2 Expand the Benefits section and select "Benefits Enrollment" option.



3 You will now be able to enroll, disenroll, or change your benefit elections.