

## Peralta Community College District Life Event Online Benefits Enrollment is easy with BenefitBridge!

#### **Need Help?**

For all questions related to your benefits, please contact your employer's benefits administrator. For BenefitBridge technical assistance *only*, please contact BenefitBridge Customer Care at 800.814.1862; Mon – Fri, 8:00 AM – 5:00 PM, PST or email <u>benefitbridge@keenan.com</u>.

Health Insurance Basics, Medicare,

Glossary, Media Resources

Dependents/Beneficiaries

Resource Center:

Add or Remove

#### Here's what you can do on BenefitBridge:

- View Current Plan Year Benefits
- Compare Plan Options
- Complete Qualifying Life Event Benefits Enrollment
- Registration and Login

#### Already have login credentials?

- 1. Login to BenefitBridge at www.benefitbridge.com/peralta
- 2. Forgot your Username or Password? Click on "Forgot Username/Password?"
- 3. Please add or update your email address to receive an email confirmation of your enrollment approval.

#### Need to create login credentials?

1. In the address bar, type ENTER WEB ADDRESS URL HERE www.benefitbridge.com/peralta (Not in the Bing, Google, Yahoo search engine field) 2. Click the Enter key, then follow the instructions below to register: Google STEP 1: Select "Register" to Create an Account You will need to create an account using your first and last names as they appear on your payroll statement. Q DO NOT ENTER WEB ADDRESS URL HERE Ĵ STEP 2: Create a Username and Password - STEP 3: Select a picture, as instructed STEP 4: Select "Continue" to access BenefitBridge **Enrolling in Benefits** Access your Life Event Enrollment via the <sup>™</sup>BenefitBridge "Make Changes to My Benefits" button

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- Message Center
- Update My Account Info
- Available 24/7 via the Internet

# Keenan