

**SECTION 1: ENROLLMENT INSTRUCTIONS**

**STEP 1: LOGIN AT RHAWPBENEFITS.COM**

If this is your first time visiting the site, login as a **New User** and then create an account.

**New Users:** Under New User? select “Employee ID” and in the fields below enter

**Employee ID #:** Your Employee ID, which can be found on your paycheck stub or by calling Robert Half Customer Service at 1.888.744.9202

**Group #:** 156504

**Last Name:** Your last name

**Zip Code:** Your 5 digit zip code

Click **Continue** to proceed

*Note: If you have trouble logging in call The American Worker at 1.855.495.1192 for assistance.*



If you previously logged in and created an account, login as a **Returning User**.

**Returning Users:** Under Returning User? select “Username and Password” and in the fields below enter

**Username:** The username you established when creating your account

**Password:** The password you established when creating your account

Click **Continue** to proceed

*Tip: Use the Forgot “[Username](#)” or “[Password](#)” links to recover your username or reset your password. You will need the email address used to create your account to do so. You can also call The American Worker at 1.855.495.1192 for assistance.*



**STEP 2: CREATE YOUR ACCOUNT**

This is a one-time process for New Users. This information will be used to login as a Returning User.

**Choose Username:** Must be at least 5 alphanumeric characters long

**Choose Password:** Must be at least 6 alphanumeric characters long and contain at least one number

**Confirm Password:** Reenter your password

**Enter Email:** This will be the email address used to recover your Username and/or reset your Password, unless you change it at a later time

**Confirm Email:** Reenter your email address

**Security Question:** Choose a security question from the dropdown menu

**Answer:** Enter the answer to the chosen security question

Click **Continue** to proceed



**STEP 3: IMPORTANT PLAN INFORMATION ACKNOWLEDGEMENT**

After creating your account, a popup will appear with important information regarding

- Coverage options
- Plan eligibility
- Health care reform regulations
- Personal information updates

Click **Continue** to proceed



## SITE NAVIGATION OVERVIEW

The user-friendly enrollment site provides a personalized experience. As you progress through your enrollment you'll see the site is prepopulated with data provided by Robert Half along with information you enter. Be sure to confirm all prepopulated information is accurate and make corrections where necessary.

*Note: All fields with marked with an asterisk (\*) must be completed before you can proceed.*

At the top of each screen you will see the following which provides useful information.



- 1) **Status Bar:** Shows your progress through the enrollment process. Additional steps may be added depending on benefit plans and coverage levels you elect.
- 2) **Enrollment Guide:** View your cost for coverage and access the Online Benefits Guide with detailed information on the coverage available to you.
- 3) **Phone Number:** The American Worker's dedicated service line for Robert Half. Representatives are available Monday through Friday from 7 a.m. to 7 p.m. CT.
- 4) **Enrollment Deadline:** The date by which you must complete your enrollment.

## STEP 4: CONFIRM YOUR PERSONAL INFORMATION AND ELECTRONIC NOTIFICATION DELIVERY METHOD

Maintaining up to date personal information with Robert Half is critical. Your current information in Robert Half's system is prepopulated on this screen. If you need to make any changes, contact Robert Half Customer Service at [pay.timereporting@roberthalf.com](mailto:pay.timereporting@roberthalf.com) or 1.888.744.9202.

**Review:** All prepopulated information to confirm accuracy

**Complete:** Any missing information

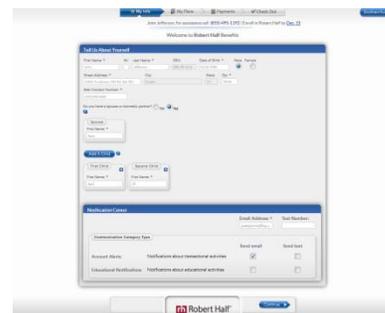
**Personalize:** Add the first names of dependents you want to enroll

Spouse/Domestic Partner: Answer "Yes" to "Do you have a spouse or domestic partner" and add their name in the box that appears below

Child(ren): Click "Add A Child" and enter the child's name in the box that appears below. Repeat to add an additional child(ren).

**Confirm:** In the Notification Center section, confirm the type of and delivery method for communications regarding your coverage.

Click **Continue** to proceed



**IMPORTANT:** You are about to begin the benefits election process which varies based on your eligibility.

If you are not eligible for the High-Deductible Medical Plan continue to **Step 5**.

If you are eligible for High-Deductible Medical Plan skip to **Step 12**.

**STEP 5: MAKE YOUR BENEFIT ELECTIONS**

The election process begins with the Preventive Care Plus Plan on the MEC Plan tab and progresses through each tab as you make your elections.

*Tips and Notes...*

- You must enroll or decline the benefits offered on each tab
- Tabs display your coverage options and weekly cost for coverage
- You can access benefit details from the “Enrollment Guide” link
- The “Learn more +” link below the table provides a brief overview of the benefits.
- Your Weekly Costs cart updates as you enroll in or decline each benefit
- Enrollments: Identified by a green checkmark next to the benefit
- Declinations: Identified by a red “X” next to the benefit
- Your spouse/domestic partner and dependent child(ren) are eligible for all plans except
- Preventive Care Plus Plan: Coverage only available for you and your dependent child(ren)
- Short-Term Disability Plan: Coverage only available for you



Start by making your Preventive Care Plus Plan election



**Enroll:** Select to cover yourself and/or any eligible dependents

**Decline:** Select “I decline this coverage”

After making your election, click **Continue** at the bottom of the page to proceed to the next benefit option. Repeat this process to make the rest of your benefit elections.

*Note: You can edit an election you made by clicking on the tab for that benefit or by using the “Go Back” button at the bottom of the page and then changing your election.*

Once you have enrolled in or declined all benefits offered, you will be able to proceed with the enrollment process.



To proceed, click **Continue** at the bottom of the page after making your Critical Illness and Accident election.

*Note: You can navigate back to the Critical Illness and Accident screen by clicking on the Critical Illness tab.*

*Note: If you want to change your benefit elections at a later point in the enrollment process, you can navigate back to the benefits election section by clicking on “My Plans” in the Status Bar at the top of the page.*



**STEP 6: PROVIDE YOUR COVERED DEPENDENTS PERSONAL INFORMATION**

This screen will only appear if you enrolled dependents in coverage.

If you did not, skip to **Step 7**

Enter the following required information for all dependents being enrolled.

**First and Last Name, Date of Birth, and Social Security Number**

*Note: Social Security Number isn't required for newborns under 2 months old*

To cover more than one child, click "Add A Child" and enter their information in the fields that appear.

Repeat as necessary to provide information for all dependent children you are enrolling.

Click **Continue** to proceed



**STEP 7: DESIGNATE YOUR LIFE AND AD&D BENEFICIARY**

This screen only appears if you enrolled in the Life and AD&D Plan.

If you did not, skip to **Step 8**

Designate one or more primary beneficiaries by entering their

**First and Last Name, Relationship** to you and the **Percentage** payable to them

If you designate more than one primary beneficiary the total percentage payable between all beneficiaries must not exceed 100%.

If you do not designate a primary beneficiary, the policy governs the payment of your Life and AD&D benefits.

Click **Continue** to proceed



**STEP 8: AUTOMATIC PREMIUM PAYMENT OPTION**

You can authorize automatic premium payments from a personal account to pay for your coverage every time premium is not deducted from your paycheck. You are not required to setup automatic premium payments; however, doing so will help you avoid having coverage suspended in weeks when premium is not deducted from your paycheck. If you do not setup automatic premium payments now, you can do so at a later date.

**Setup:** Select the box next to "I authorize...". Then in the Enter Payment Method section that appears select the type of account, Bank or Credit/Debit Card, from which you want premium to be deducted. Click "Add Profile" and enter the requested account information.

*Note: You are responsible for keeping your account information current.*

Click **Continue** at the bottom of the page to proceed.



**IMPORTANT:** If you setup automatic premium payments, you are responsible for canceling this arrangement when your employment ends. If you do not, your account may continue to be charged and you will not receive a refund.

**Decline:** Select the box next to "No thanks...". A popup listing the benefits of setting up automatic premium payments will appear.

*Note: Close the popup by clicking the "X" in the upper right corner*

Click **Continue** at the bottom of the page to proceed.



**STEP 9: CONFIRM YOUR BENEFIT ELECTIONS**

The chart displays your elections and the dependents you enrolled, if any, by plan. Review this information for accuracy before confirming your elections. This is your last chance to change your elections during the enrollment process.

**Change:** Modify your elections by clicking “Edit Choices” at the bottom of the page or “My Plans” in the Status Bar at the top of the page. This will return you to **Step 5** and from there you will be able to change your elections.

*Note: After making changes, click “Check Out” in the Status Bar to return to this page and confirm your elections.*

**Confirm:** Once all of your elections are accurate, click **Continue** at the bottom of the page to proceed.



**IMPORTANT:** The chart displays your projected coverage effective date based on receipt of premium for this benefit period. If premium for this benefit period is not received, your effective date will change.

**STEP 10: COMPLETE YOUR ENROLLMENT**

After confirming your elections an Acknowledgements popup with important disclosure information will appear. To complete your enrollment you must agree to all acknowledgments.

**Complete:** Click the box next to “I Understand and Agree” for each acknowledgment



**STEP 11: ENROLLMENT CONFIRMATION**

Congratulations! Your enrollment is complete. This screen provides the following information. You will also receive an email confirmation.

**Confirmation number**

**Coverage effective date:** Projected based on receipt of premium

**ID card and welcome packet:** Anticipated delivery date

**Benefit elections confirmation**



**STEP 12: YOUR BENEFITS ELIGIBILITY HOME SCREEN**

If you are eligible for the High-Deductible Medical Plan, you will see this screen next and be able to elect coverage for all benefits for which you are eligible.

**Select:** The “Major Medical” icon to begin the election process

*Note: After completing your High-Deductible Medical Plan election, you will return to this screen to begin the election process for all “Other Benefits”.*



**IMPORTANT:** You must enroll in or decline all benefits under each icon before you can proceed with your enrollment.

**STEP 13: MAKE YOUR HIGH-DEDUCTIBLE MEDICAL PLAN ELECTION**

This screen displays your coverage options and your weekly cost for coverage. You can access benefit details by clicking the “Enrollment Guide” link. The “Learn more +” link below the table provides a brief overview of the plan.

You must enroll or decline this coverage before proceeding.

**Enroll:** Select to cover yourself or yourself and your dependent child(ren)

*Note: Your spouse/domestic partner is not eligible for this plan*

**Decline:** Select “I decline this coverage”



**IMPORTANT:** If you enroll in the High-Deductible Medical Plan, the following popup with important information regarding your medical plan choices will appear.



**Continue:** Click this to keep the election you made

**Reset:** Click this to edit your election

**REMEMBER:** You can’t enroll in both the High-Deductible Medical Plan and Preventive Care Plus Plan.

If you intend to enroll in the Preventive Care Plus Plan, you should decline the High-Deductible Medical Plan.

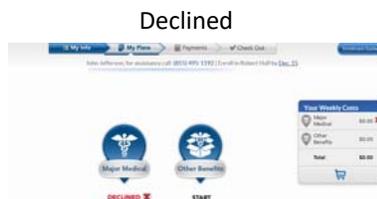
Click **Continue** at the bottom of the page to proceed

**STEP 14: RETURN TO YOUR BENEFITS ELIGIBILITY HOME SCREEN**

After making your High-Deductible Medical Plan election, you will return to the Benefits Eligibility Home Screen to make your elections for all “Other Benefits”.

**Select:** The “Other Benefits” icon to begin the election process

*Note: Your High-Deductible Medical Plan election is reflected under the “Major Medical” icon.*



**STEP 15: MAKE YOUR “OTHER BENEFITS” ELECTIONS**

Elections for the remaining benefits offered to you will be made now. The election process begins with the Preventive Care Plus Plan on the MEC tab and progresses through each tab as you make your elections.

*Tips and Notes...*

- You must enroll or decline the benefits offered on each tab
- Tabs display your coverage options and weekly cost for coverage
- You can access benefit details from the “Enrollment Guide” link
- The “Learn more +” link below the table provides a brief overview of the benefits.
- Your Weekly Costs cart updates as you enroll in or decline each benefit
- Enrollments: Identified by a green checkmark next to the benefit
- Declinations: Identified by a red X next to the benefit



**MAKE YOUR PREVENTIVE CARE PLUS PLAN ELECTION**

**Enroll:** Select to cover yourself or yourself and your dependent child(ren)

*Note: Your spouse/domestic partner is not eligible for this plan*

**Decline:** Select “I decline this coverage”

**IMPORTANT:** If you enroll in the Preventive Care Plus Plan, the following popup with important information regarding your medical plan choices will appear.



**Continue:** Click this to keep the election you made

**Reset:** Click this to edit your election

**REMEMBER:** You can’t enroll in both the Preventive Care Plus and High-Deductible Medical Plan. If you want the Preventive Care Plus Plan but already enrolled in the High-Deductible Medical Plan, you must decline the High-Deductible Medical Plan. You can make this change after completing the election process for all “Other Benefits”.

Click **Continue** at the bottom of the page to proceed to the next tab

**MAKE YOUR GROUP HOSPITAL INDEMNITY, DENTAL, VISION, LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D), SHORT-TERM DISABILITY, AND CRITICAL ILLNESS AND ACCIDENT PLAN ELECTIONS**

You can cover yourself, your spouse/domestic partner and your dependent child(ren) on all of these plans except the Short-Term Disability Plan, which is only available to you.

Start by making your Group Hospital Indemnity Plan election



**Enroll:** Select to cover yourself and/or any of your dependents

**Decline:** Select “I decline this coverage”

After making your election, click **Continue** at the bottom of the page to proceed to the next benefit option.

Repeat this process to make the rest of your benefit elections.

*Note: You can edit an election you made by clicking on the tab for that benefit or by using the “Go Back” button at the bottom of the page and then changing your election.*

### COMPLETE THE ALL “OTHER BENEFITS” ELECTION PROCESS

After enrolling in or declining all benefits offered in this section you can proceed with the enrollment process.



To proceed, click **Continue** at the bottom of the page after making your Critical Illness and Accident election.

*Note: You can navigate back to the Critical Illness and Accident screen by clicking on the Critical Illness tab.*

### STEP 16: FINALIZE YOUR BENEFIT ELECTIONS

After making elections for all “Other Benefits”, you will return to the Benefits Eligibility Home Screen. From here you can continue the enrollment process with the coverage you elected or edit your elections before continuing.

**Continue:** Click **Continue** at the bottom of the page

**Edit:** Depending on the election you want to change, select the “Major Medical” or “Other Benefits” icon. After editing your election(s), you will return to this screen and must click **Continue** to proceed with your enrollment.



*Note: If you want to change your benefit elections at a later point in the enrollment process, you can navigate back to the Benefits Eligibility Home Screen by clicking on “My Plans” in the Status Bar at the top of the page.*



### STEP 17: PROVIDE YOUR COVERED DEPENDENTS PERSONAL INFORMATION

This screen will only appear if you enrolled dependents in coverage.

If you did not, skip to **Step 18**

Enter the following required information for all dependents being enrolled.

**First and Last Name, Date of Birth, and Social Security Number**

*Note: Social Security Number isn't required for newborns under 2 months old*

To cover more than one child, click “Add A Child” and enter their information in the fields that appear.

Repeat as necessary to provide information for all dependent children you are enrolling.

Click **Continue** to proceed



### STEP 18: DESIGNATE YOUR LIFE AND AD&D BENEFICIARY

This screen only appears if you enrolled in the Life and AD&D Plan.

If you did not, skip to **Step 19**

Designate one or more primary beneficiaries by entering their

**First and Last Name, Relationship** to you and the **Percentage** payable to them

If you designate more than one primary beneficiary the total percentage payable between all beneficiaries must not exceed 100%.

If you do not designate a primary beneficiary, the policy governs the payment of your Life and AD&D benefits.

Click **Continue** to proceed



**STEP 19: AUTOMATIC PREMIUM PAYMENT OPTION**

The following applies to all plans except the High-Deductible Medical Plan. Contact Robert Half at 1.888.677.6613 or [benefits@roberthalf.com](mailto:benefits@roberthalf.com) to pay High-Deductible Medical Plan premiums not deducted from your paycheck.

You can authorize automatic premium payments from a personal account to pay for your coverage every time premium is not deducted from your paycheck. You are not required to setup automatic premium payments; however, doing so will help you avoid having coverage suspended in weeks when premium is not deducted from your paycheck. If you do not setup automatic premium payments now, you can do so at a later date.



**Setup:** Select the box next to “I authorize...”. Then in the Enter Payment Method section that appears select the type of account, Bank or Credit/Debit Card, from which you want premium to be deducted. Click “Add Profile” and enter the requested account information.

*Note: You are responsible for keeping your account information current.*

Click **Continue** at the bottom of the page to proceed.



**IMPORTANT:** If you setup automatic premium payments, you are responsible for canceling this arrangement when your employment ends. If you do not, your account may continue to be charged and you will not receive a refund.

**Decline:** Select the box next to “No thanks...”. A popup listing the benefits of setting up automatic premium payments will appear.

*Note: Close the popup by clicking the “X” in the upper right corner*

Click **Continue** at the bottom of the page to proceed.



**STEP 20: CONFIRM YOUR BENEFIT ELECTIONS**

The charts display your elections and the dependents you enrolled, if any, by plan. Review this information for accuracy before confirming your elections. This is your last chance to change your elections during the enrollment process.

**Change:** Modify your elections by clicking “Edit Choices” at the bottom of the page or “My Plans” in the status bar at the top of the page. This will return you to Benefits Eligibility Home Screen in **Step 14** and from there you will be able to change your elections.

*Note: After making changes, click “Check Out” in the Status Bar to return to this page and confirm your elections.*

**Confirm:** Once all of your elections are accurate, click **Continue** at the bottom of the page to proceed.



**IMPORTANT:** The charts display your projected coverage effective dates based on receipt of premium for this benefit period. If premium for these benefit periods is not received, your effective date may change.

**STEP 21: COMPLETE YOUR ENROLLMENT**

After confirming your elections an Acknowledgements popup with important disclosure information will appear. To complete your enrollment you must agree to all acknowledgments.

**Complete:** Click the box next to “I Understand and Agree” for each acknowledgment



**STEP 22: ENROLLMENT CONFIRMATION**

Congratulations! Your enrollment is complete. This screen provides the following information. You will also receive an email confirmation.

**Confirmation number**

**Coverage effective date:** Projected based on receipt of premium

Note: Your High-Deductible Medical Plan effective date may be different than your effective date for all “Other Benefits”

**ID card and welcome packet:** Anticipated delivery date

**Benefit elections confirmation**

