

Paylocity Online Enrollment Instructions

With our benefits website and our online enrollment system (powered by Paylocity), you can view our benefit offerings, learn about the plan(s), their cost(s), and select what is best for you and your family. You will have instant access to all of your benefits and personal information and can visit the site at any time during the year to view your plan selections. Follow the easy steps outlined on the next pages and your enrollment will be complete.

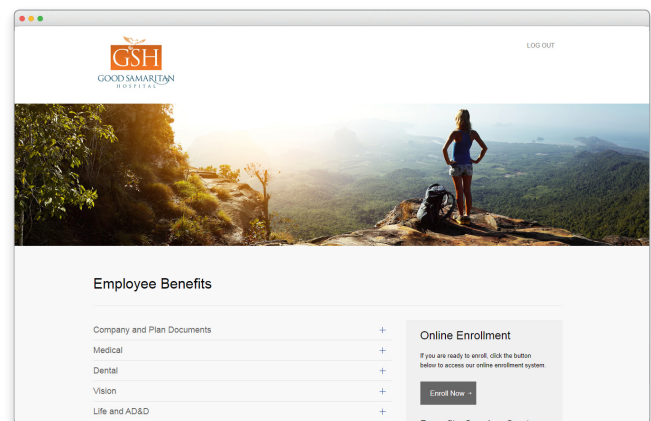
Start at our Benefits Website

To view our plan options, learn more about what each plan has to offer and review costs, start at our benefits website. Log in to:

www.goodsamaritan.benefitsmap.com

Username: goodsamaritn

Password: benefits



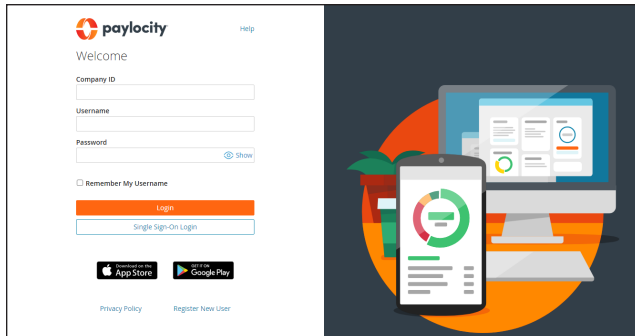
Once you have logged into the benefits website review your plan options and more.

When you are ready to enroll, click on the “Enroll Now” button which will bring you to the Paylocity enrollment site where you can login or register as a new user and complete your enrollment.



Accessing Paylocity

You can also access Paylocity directly by going to login.paylocity.com. Login using your existing username, password and company ID. If you do not have an account, click on "register new user". Next, click the button that says "I don't have a registration code". Then fill in your personal information and use the company ID **CS167177**.



Making your Benefit Elections

From the Home Page, click on "Start Your Enrollment". The enrollment process consists of the following 4 steps/tabs. You will be taken through each tab to make changes or confirm your information on file and choose your benefits for the new plan year.

1. Employee (Personal Information)
2. Family (Family Information)
3. Enroll
4. Confirm

Navigation through the site is easy so just follow the steps as you are guided through the process.

Review and Confirm your choices!

After selecting your benefits, you will be on the final review page. Review all of your benefit elections and covered dependents. If you wish to make any changes simply click on any one of the EDIT buttons. It will return you to the enrollment page.

Once you've completed your review, check the 'I agree, and I'm finished with my enrollment' and 'Save my Enrollment' at the bottom of the page. If you stop at any point before this step, your progress will be saved, but your enrollment is NOT complete.

You can send yourself an e-mail confirmation of your elections or print it for your records.

Questions?

Good Samaritan Hospital employees can call a convenient, toll-free number to reach experienced benefits administrators and licensed insurance professionals for information on benefits, eligibility, claims assistance and how to enroll in the online enrollment system.

You can access the Benefits Service Center from 7:30 am to 5:00 pm Pacific Time, Monday through Friday (excluding holidays). Spanish speaking representatives are available.

Toll Free: (833) 214-5098

Email: goodsambenefits@sullicurt.com