

NEW HIRE

New Hire Quick-Start Guide

Your first-30-days roadmap for getting set up with benefits.

YOUR TIMELINE

Day 1	Welcome aboard – watch for an enrollment invitation from your employer.
Your Window	Review plan options and submit your elections. Most new hires have 30 days from their start date.
Effective Date	Coverage begins on your plan's effective date – usually the first of the month after enrollment.
Ongoing	Elections lock in until the next open enrollment, unless you have a qualifying life event.

GET SET UP

- ☐ Create your **enrollment portal** account
- ☐ Add **dependents** and designate **beneficiaries**
- ☐ Review medical, dental, vision, and voluntary options
- ☐ Save your **confirmation statement** once you submit

A FEW TERMS WORTH KNOWING

Effective Date – the day your coverage actually starts.

Qualifying Life Event – a change (marriage, birth, etc.) that opens a special window to update elections.

Dependent – a spouse or child you cover under your plan.

Beneficiary – who receives your life insurance benefit.

WHERE TO GET HELP

Summit Sherpa gives new hires one-on-one guidance for enrollment questions – reach out anytime during your window, before you submit.