

How to Enroll in Benefits Manual: New Hire / Rehire

Welcome! Thank you for using SFHSS' Self-Service system to enroll in your benefits. As a new hire, you must enroll in benefits within 30 calendar days from your date of hire. If you do not enroll, it may result in no coverage for yourself and any dependents. You can only change your benefit choices during Open Enrollment or if you have a qualified life event change. This includes marriage, domestic partnership, a newborn or newly adopted child, as well as divorce or dissolution of domestic partnership.

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Frequently Asked Questions

What documents do I need?

If you will be adding or disenrolling a dependent to your existing plans, you will need to have your required documentation ready for upload. You will not be able to complete your online enrollment without uploading your documentation.

- Certified Marriage Certificate
- Domestic Partner Certification
- Birth Certificate
- Adoption Certificate
- A Social Security card must be provided for each new enrolled dependent
- Court Orders for Divorce, Separation, Annulment, Dissolution of Domestic Partnership
- Proof of coverage loss
- Proof of coverage gain
- Death Certificate

Who do I contact for additional benefits questions?

For additional questions about health benefits eligibility or making health benefit changes, visit **SFHSS.org** or call **(628) 652-4700**. Our telephone hours are Monday, Tuesday, Wednesday, and Friday from 9 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Thursday from 10 a.m. to 12 p.m. and 1 p.m. to 5 p.m.

Who do I contact for issues logging in to the Employee Portal?

If you are unable to log into the SF Portal or SF MyHub, please contact the **City and County of San Francisco's Department of Technology Help Desk at (628) 652-5000**, between the hours of 7:30 a.m.-5 p.m., Monday to Friday.

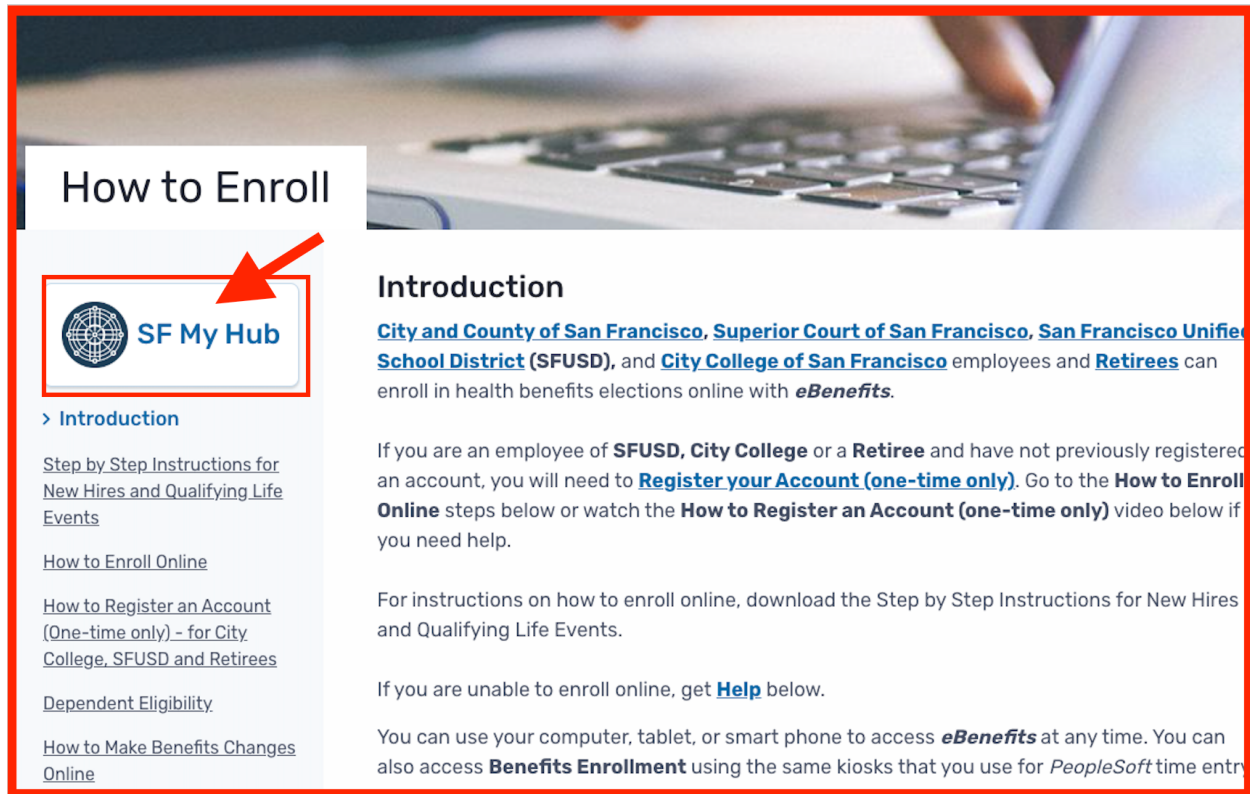
What are the different relationship types when adding dependents to your health benefits?

When adding dependents, not all relationship types are benefit-eligible. These other relationships may be used for emergency contacts, for example. To ensure your dependent is eligible for coverage, refer to the table below.

Relationship Types	When to Use	Supporting Documentation Needed
Child	Biological or Adopted Children.	Birth/Adoption Certificate. Birth Verification is also accepted temporarily, but the Birth Certificate is still required to be submitted within 6 months.
Domestic Partner Adult	Domestic Partner.	Domestic Partnership Certificate.
Domestic Partner Child	Child of Domestic Partner.	Birth Certificate & Domestic Partnership Certificate.
Other Child - Legal	Dependents from court ordered coverage/ guardianship, etc...	Court Order.
Other IRS - Non Dep Adult	Domestic Partner Certificate, Annual Attestation from SFHSS, and Tax Return.	Domestic Partner Certificate & Annual Attestation from SFHSS.
Other IRS - Non Dep Child	Birth Certificate, Domestic Partner Certificate, Annual Attestation from SFHSS, and Tax Return.	Birth Certificate, Domestic Partner Certificate & complete and return Annual Domestic Partnership Attestation that will be sent from SFHSS.
Spouses	Marriage License / Certificate.	<p>Filed copy of a Federal Income Tax Return for spouses married for more than 18 months. Members are required to file married filing jointly/separately, to establish a continuous spousal relationship.</p> <p>Spouses married for less than 18 months will be requested to provide their filed copy of a Federal Income Tax Return (married filing jointly/ separately)</p>

Login

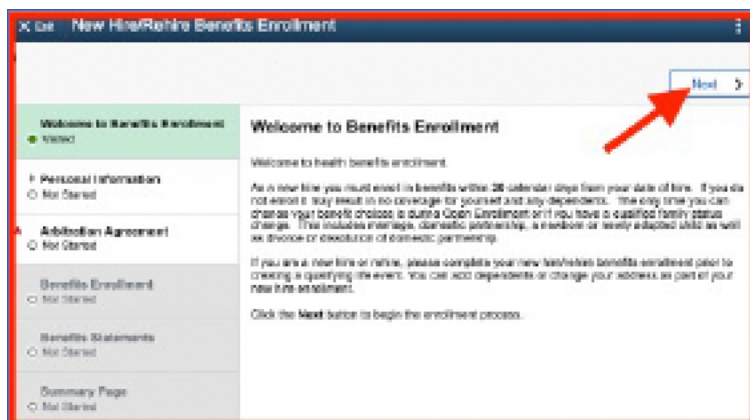
1. Go to: <https://sfhss.org/how-to-enroll>
2. Click on the **SF My Hub** tile on the top left of the window.



3. Enter your DSW (Employee ID) and password.
4. Complete the security verification.
5. You will see your dashboard with different tiles.



6. Click on **Hire/Rehire Benefit Enrollment** tile.



7. Read the message and click on **Next**.

Update Your Personal Information

You can update your personal information, such as your **Home and Mailing Addresses, Contact Information, Emergency Contact, and Race & Ethnicity**.

Cancel

< Previous

Next >

Marriage Event

● Visited

* Document Upload

● Complete

Personal Information

● Visited

Home & Mailing Address

● Complete

Contact Information

● Visited

Emergency Contact

● Visited

Race & Ethnicity

● Visited

Personal Information - Home & Mailing Address

Home Address

123 Test Ave

Daly City, CA 94015

Current

>

Mailing Address

123 Test Ave

Daly City, CA 94015

San Mateo County

Current

>

Reminder to click on **Save** at the top right of the window to save your changes.

Cancel

Address

Save

Race and Ethnicity Popup window

Employee Instruction

United States addresses require one of these to save: Address 1, Address 2, Address 3. Home Address cannot be a PO Box.

Change As Of

04/14/2025

*Country

United States

Address 1

123 Test Ave.

Address 2

Address 3

City

Daly City

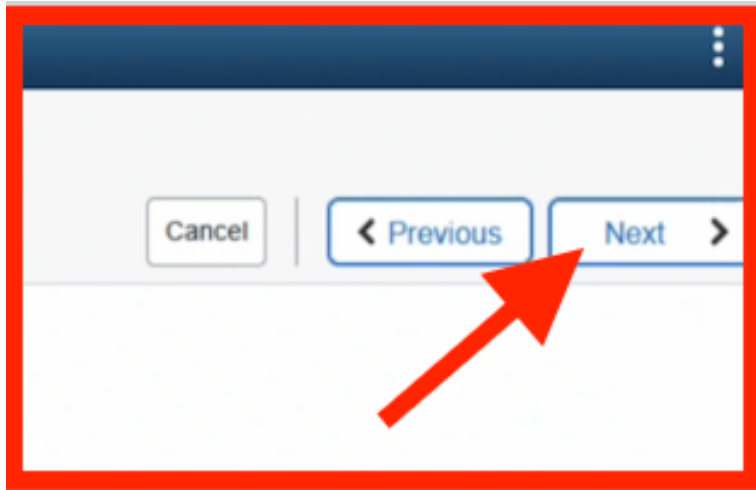
State

California

Postal

94015

County



If there are no necessary changes to your personal information, you can advance and click on **Next** at the top right of the window.

Race and Ethnicity

The **Race and Ethnicity** section is defined by the Centers for Medicare & Medicaid Services. Completing this race and ethnicity section is completely voluntary and helps us better understand the diversity of our members so we can work to reduce healthcare inequities and improve services for everyone. Click on **Next** at the top right of your screen when finished.

A screenshot of a web form titled 'Race and Ethnicity'. On the left is a sidebar with a list of sections: 'Marriage Event' (Visited), 'Document Upload' (Complete), 'Personal Information' (Visited), 'Home & Mailing Address' (Complete), 'Contact Information' (Visited), 'Emergency Contact' (Visited), and 'Race & Ethnicity' (Visited, highlighted in green). The main content area is titled 'Race and Ethnicity' and contains two sections: 'Race Details' and 'Ethnicity Details'. Each section shows 'No Data Exists' and an 'Add' button ('Add Race' and 'Add Ethnicity' respectively). At the bottom of the main area is a section titled 'Voluntary Self-Identification'. In the top right corner of the form, there is a navigation bar with 'Cancel', '< Previous', and 'Next >' buttons. A red arrow points to the 'Next >' button.

Arbitration Agreement

Welcome to your Newborn Event
● Visited

★ **Document Upload**
● Complete

▶ **Personal Information**
● Visited

Eligible Dependent Information
● Visited

★ **Arbitration Agreement**
○ Not Started

Benefit Enrollment
○ Not Started

Benefits Statements
○ Not Started

Arbitration Agreement

Below are the terms and conditions to enroll in health benefits. Once your enrollment is processed, you may not be able to make any further benefit changes until the status change.

By submitting your benefit choices you are authorizing San Francisco Health Service System to deliver necessary personal information to select your enrollment will not be complete until your submissions have been reviewed and confirmed by San Francisco Health Service System.

If you have selected the Health Net CanopyCare plan (representatives) and Health Net, except disputes concerning adverse benefit determinations as defined in 45 CFR 147.13 instead of a jury or court trial and that I am waiving all rights to class arbitration. This Agreement to a Evidence of Coverage or Certificate of Insurance or my Health Net membership or coverage, stated applies even if other parties, such as health care providers or their agents or employees, are involved in disputes to individual, final and binding arbitration, all parties including Health Net are giving up their by a jury. I also understand that disputes that I may have with Health Net involving claims for medical services were unnecessary or unauthorized or were improperly, negligently or incompetently rendered are all more detailed arbitration provision is included in the Evidence of Coverage or Certificate of Insurance. This will serve as my signature, and it indicates that I understand and agree with the terms of this Binding arbitration instead of a court of law.

If you have selected the Kaiser plan, by submitting your enrollment, you are agreeing to Kaiser (except for Small Claims Court cases, claims subject to a Medicare appeals procedure or the ERISA be subject to binding arbitration under governing law) any dispute between myself, my heirs, relative Foundation Health Plan, Inc. (KFHP), any contracted health care providers, administrators, or other duty arising out of or related to membership in KFHP, including any claim for medical or hospital malpractice, unauthorized or were improperly, negligently, or incompetently rendered, for premises liability, or related, irrespective of legal theory, must be decided by binding arbitration under California law and not by law provides for judicial review of arbitration proceedings. I agree to give up our right to a jury trial and an arbitration provision is contained in the Evidence of Coverage.

By enrolling in a Kaiser Permanente plan, I understand that this action will serve as my electronic signature v Foundation Health Plan Arbitration Agreement (above) and that by law this electronic signature v

☐ I Agree

1. Read the **Arbitration Agreement**.
2. Click on **I Agree** check box in the bottom.

Divorce Event
● Visited

★ **Document Upload**
● Complete

▶ **Personal Information**
● Visited

Eligible Dependent Information
● Visited

★ **Arbitration Agreement**
● In Progress

Benefit Enrollment
○ Not Started

Benefits Statements
○ Not Started

Summary
○ Not Started

Arbitration Agreement

Below are the terms and conditions to enroll in health benefits. Selecting the **I Agree** checkbox on the Complete button on the Summary step will send your benefit choices to the San Francisco Health Service System. Once your enrollment is processed, you may not be able to make any further benefit changes until the status change.

By submitting your benefit choices you are authorizing San Francisco Health Service System to deliver necessary personal information to select your enrollment will not be complete until your submissions have been reviewed and confirmed by San Francisco Health Service System.

If you have selected the Health Net CanopyCare plan, by submitting your enrollment, you are the Applicant, understand and agree that any and all disputes between me (including any of my enrolled Health Net, except disputes concerning adverse benefit determinations as defined in 45 CFR 147.13 instead of a jury or court trial and that I am waiving all rights to class arbitration. This Agreement to a Evidence of Coverage or Certificate of Insurance or my Health Net membership or coverage, stated applies even if other parties, such as health care providers or their agents or employees, are involved in disputes to individual, final and binding arbitration, all parties including Health Net are giving up their by a jury. I also understand that disputes that I may have with Health Net involving claims for medical services were unnecessary or unauthorized or were improperly, negligently or incompetently rendered are all more detailed arbitration provision is included in the Evidence of Coverage or Certificate of Insurance. This will serve as my signature, and it indicates that I understand and agree with the terms of this Binding arbitration instead of a court of law.

If you have selected the Kaiser plan, by submitting your enrollment, you are agreeing to Kaiser (except for Small Claims Court cases, claims subject to a Medicare appeals procedure or the ERISA be subject to binding arbitration under governing law) any dispute between myself, my heirs, relative Foundation Health Plan, Inc. (KFHP), any contracted health care providers, administrators, or other duty arising out of or related to membership in KFHP, including any claim for medical or hospital malpractice, unauthorized or were improperly, negligently, or incompetently rendered, for premises liability, or related, irrespective of legal theory, must be decided by binding arbitration under California law and not by law provides for judicial review of arbitration proceedings. I agree to give up our right to a jury trial and an arbitration provision is contained in the Evidence of Coverage.

By enrolling in a Kaiser Permanente plan, I understand that this action will serve as my electronic signature v Foundation Health Plan Arbitration Agreement (above) and that by law this electronic signature v

☒ I Agree

Save

3. Click **Save**.

This is required to proceed to the next step.

[Cancel](#)
[< Previous](#)
[Next >](#)

Marriage Event Visited	Arbitration Agreement Below are the terms and conditions to enroll in health benefits. Selecting the I Agree checkbox on this page is required to complete your enrollment. Clicking the Complete button on the Summary step will send your benefit choices to the San Francisco Health Service System for processing. Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change. By submitting your benefit choices you are authorizing San Francisco Health Service System to deduct your premium contributions from your wages. You are also authorizing San Francisco Health Service System to send necessary personal information to selected insurance carriers to complete your enrollment. Your enrollment will not be complete until your submissions have been reviewed and confirmed by San Francisco Health Service System. If you have selected the Health Net CanopyCare plan, by submitting your enrollment, you are agreeing to the Health Net binding arbitration agreement: I, the Applicant, understand and agree that any and all disputes between me (including any of my enrolled family members or heirs or personal representatives) and Health Net, except disputes concerning adverse benefit determinations as defined in 45 CFR 147.136, must be
Document Upload Complete	
Personal Information Visited	
Eligible Dependent Information Complete	
Arbitration Agreement Complete	

4. Click **Next**.

Benefits Enrollment / Add Your Dependent(s)

The **Benefits Enrollment** section will show you the different plan tiles available to you. For this example, we click on the **Medical** tile.

Divorce Event
 Visited

Document Upload
 Complete

Personal Information
 Visited

Eligible Dependent Information
 Visited

Arbitration Agreement
 Complete

Benefit Enrollment
 Complete

Benefits Statements
 Not Started

Summary
 Not Started

Benefit Enrollment

Please review your current and new elections. If you would like to make changes, click on the Benefit Plan to modify your election. Click the Submit button to submit your elections to SFHSS.

To print a copy of your benefit elections, click Next.

▼ **Enrollment Summary**

Your Pay Period Cost	\$28.93	Full Cost	\$28.93
Status	Submitted	04/17/2025 2:16PM	Employer Cost \$427.87

[Submit](#)

Benefit Plans

Medical

 Current Blue Shield Trio HMO
 New Blue Shield Trio HMO
 Status **Pending Review**
 0 Dependents

 Employee Cost **\$0.00**
[Review](#)

Vision Premier

 Current Waive
 New Waive
 Status **Pending Review**
 0 Dependents

 Employee Cost **\$0.00**
[Review](#)

[Cancel](#) **Medical** [Done](#)

ace and Ethnicity Popup window

If you or your dependent enrolled in Medicare and have not yet submitted copies of the Medicare cards to SFHSS, please call Member Services at (628) 652-4700 for assistance. Your enrollment data may be incorrect if the Medicare information is not in the system.

▼ **Enroll Your Dependents**

Dependents that you have registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

You may enroll any of your dependents for coverage under this plan by checking the box next to your dependent's name.

You have no dependent registered

[Add/Update Dependent](#)

▼ **Enroll in Your Plan**

The Member Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to

1. Read the message in this **Medical** plan window and click on **Add/Update Dependent**.

[Cancel](#) **Add Individual Dependent/Beneficiary Information** [Save](#)

* Indicates required field

Select Save after you have added your Dependent/Dependent/Beneficiary Summary Popup changes will go into effect on 4/17/2025.

Name

[Add Name](#)

Personal Information Dependent/Beneficiary Summary Popup window

Date of Birth

*Gender

*Relationship to Employee

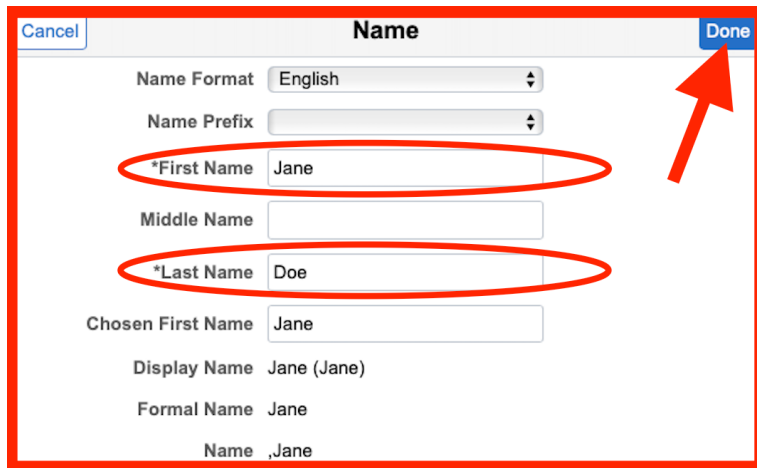
*Disabled

As of

Address

Address	Address Type	Same Address as mine

2. Click on **Add Name**.



Name

Cancel Done

Name Format English

Name Prefix

*First Name Jane

Middle Name

*Last Name Doe

Chosen First Name Jane

Display Name Jane (Jane)

Formal Name Jane

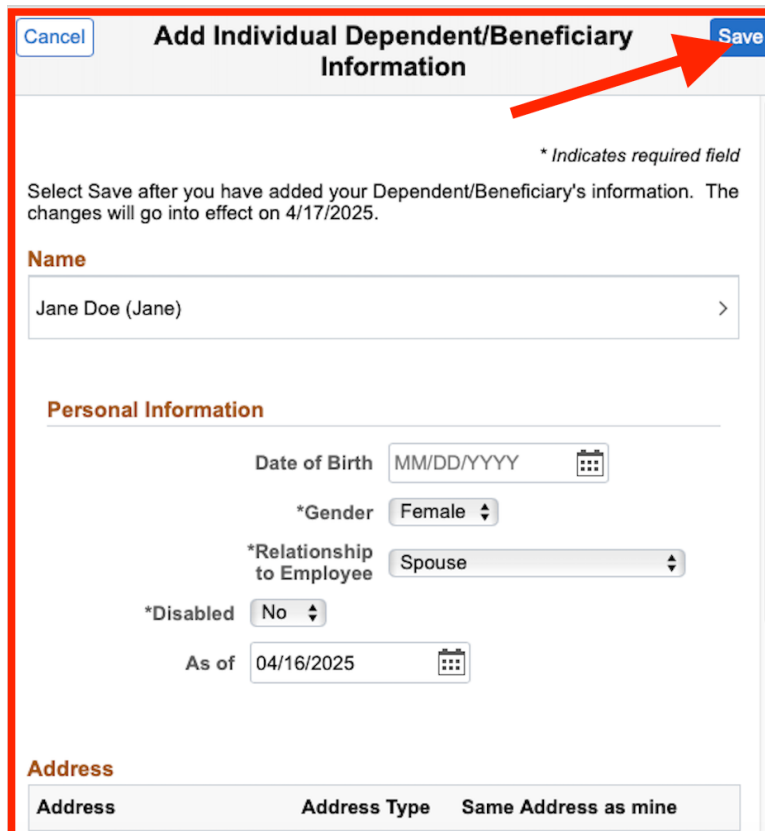
Name ,Jane

3. Enter your dependent's **First Name** and **Last Name**.

4. Complete the rest of your dependent's information in the window: **Personal Information, Address, Social Security Number, Phone, Email, Race, Ethnicity**.

Read the **Upload Documents** section in this manual for uploading instructions for your dependent(s).

The asterisk (*) next to the items means that they are required fields.



Add Individual Dependent/Beneficiary Information

Cancel Save

* Indicates required field

Select Save after you have added your Dependent/Beneficiary's information. The changes will go into effect on 4/17/2025.

Name

Jane Doe (Jane) >

Personal Information

Date of Birth MM/DD/YYYY

*Gender Female

*Relationship to Employee Spouse

*Disabled No

As of 04/16/2025

Address

Address	Address Type
	Same Address as mine

5. Click on **Save** at the top right corner of the window.

Dependent and Beneficiary Information ✕

Add Individual
with Benefits Popup window

Name	Relationship
Jane Doe (Jane)	Spouse

>

6. Click on **X** to close the window.

Medical Done

If you or your dependent enrolled in Medicare and have not yet submitted copies of the Medicare cards to SFHSS, please call Member Services at (628) 652-4700 for assistance. Your [Marriage Event Popup window](#) the Medicare information is not in the system.

▼ Enroll Your Dependents

Dependents that you have registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

You may enroll any of your dependents for coverage under this plan by checking the box next to your dependent's name.

Dependents	Relationship
<input type="checkbox"/> Jane Doe	Spouse

[Add/Update Dependent](#)

▼ Enroll in Your Plan

The Member Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

The VSP Basic Plan is included with enrollment in all SFHSS medical plans.

To complete a side-by-side comparison of the plan options, select the Compare Plan checkbox for the plan options to be compared, then select the Compare button.

Plan Name	My Before Tax Cost	My After Tax Cost	My Credit	Employer Cost	My Pay Period Cost	Compare Plan
Select Health Net CanopyCare HMO			\$481.69	\$365.27	\$-481.69	<input type="checkbox"/>
Select Blue Shield Trio HMO	\$49.70		\$481.69	\$407.10	\$-431.99	<input type="checkbox"/>
Select Blue Shield Access+ HMO	\$130.09		\$481.69	\$407.10	\$-351.60	<input type="checkbox"/>
✓ Kaiser Permanente HMO			\$481.69	\$406.79	\$-481.69	<input type="checkbox"/>
Select Blue Shield PPO	\$275.29		\$481.69	\$407.10	\$-206.40	<input type="checkbox"/>
Select Waive			\$481.69		\$-481.69	<input type="checkbox"/>

[Overview of All Plans](#) [Compare](#)

Resources

- CSF/CRT Benefits Guide
- Kaiser Permanente HMO
- Blue Shield of CA Trio HMO
- Blue Shield of CA Access+ HMO
- Health Net CanopyCare HMO
- Blue Shield of California PPO

7. This new window will appear. Click on the check box next to name of the dependent you plan to enroll.

Medical Cancel

If you or your dependent enrolled in Medicare and have not yet submitted copies of the Medicare card Member Services at (628) 652-4700 for assistance. Your enrollment data may be incorrect if the Med system.

▼ Enroll Your Dependents

Dependents that you have registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

You may enroll any of your dependents for coverage under this plan by checking the box next to your

Dependents	Relationship
<input checked="" type="checkbox"/> Jane Doe	Spouse

[Add/Update Dependent](#)

▼ Enroll in Your Plan

The Member Plus One Dependent cost shown for each plan is based on the dependents enrolled. Pla

3. Click the **Select** button next to the medical plan you choose.

Medical

If you or your dependent enrolled in Medicare and have not yet submitted copies of the Medicare cards to SFHSS, please call Member Services at (628) 652-4700 for assistance. Your enrollment data may be incorrect if the Medicare information is not in the system.

▼ Enroll Your Dependents

Dependents that you have registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

You may enroll any of your dependents for coverage under this plan by checking the box next to your dependent's name.

Dependents	Relationship
<input checked="" type="checkbox"/> Jane Doe	Spouse

[Add/Update Dependent](#)

▼ Enroll in Your Plan

The Member Plus One Dependent cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

The VSP Basic Plan is included with enrollment in all SFHSS medical plans.

To complete a side-by-side comparison of the plan options, select the Compare Plan checkbox for the plan options to be compared, then select the Compare button.

Plan Name	My Before Tax Cost	My After Tax Cost	My Credit	Employer Cost	My Pay Period Cost	Compare Plan
<input checked="" type="checkbox"/> Health Net CanopyCare HMO	\$363.43	\$555.80	\$365.27	\$-192.37	<input type="checkbox"/>	
<input type="checkbox"/> Blue Shield Trio HMO	\$504.65	\$555.80	\$407.10	\$-51.15	<input type="checkbox"/>	
<input type="checkbox"/> Blue Shield Access+ HMO	\$665.44	\$555.80	\$407.10	\$109.64	<input type="checkbox"/>	
<input type="checkbox"/> Kaiser Permanente HMO	\$404.96	\$555.80	\$406.79	\$-150.84	<input type="checkbox"/>	
<input type="checkbox"/> Blue Shield PPO	\$916.55	\$555.80	\$407.10	\$360.75	<input type="checkbox"/>	
<input type="checkbox"/> Waive		\$481.69		\$-481.69	<input type="checkbox"/>	

[Overview of All Plans](#) [Compare](#)

[Add/Update Dependent](#)

▼ Enroll in Your Plan

The Member Plus One Dependent cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

The VSP Basic Plan is included with enrollment in all SFHSS medical plans.

To complete a side-by-side comparison of the plan options, select the Compare Plan checkbox for the plan options to be compared, then select the Compare button.

Plan Name	My Before Tax Cost	My After Tax Cost	My Credit
<input checked="" type="checkbox"/> Health Net CanopyCare HMO	\$363.43	\$555.80	
<input type="checkbox"/> Blue Shield Trio HMO	\$504.65	\$555.80	
<input type="checkbox"/> Blue Shield Access+ HMO	\$665.44	\$555.80	
<input type="checkbox"/> Kaiser Permanente HMO	\$404.96	\$555.80	

4. Click on **Done** at the top right of the window.

Medical [Done](#)

If you or your dependent enrolled in Medicare and have not yet submitted copies of the Medicare cards to SFHSS, please call Member Services at (628) 652-4700 for assistance. Your enrollment data may be incorrect if the Medicare information is not in the system.

▼ Enroll Your Dependents

Dependents that you have registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

You may enroll any of your dependents for coverage under this plan by checking the box next to your dependent's name.

Dependents	Relationship
<input checked="" type="checkbox"/> Jane Doe	Spouse

[Add/Update Dependent](#)

You will be returned to the **Benefit Enrollment** section. Notice that the **Medical** tile will show **Changed** and **1 dependent(s)** you just added.

Welcome to Benefits Enrollment
● Visited

► **Personal Information**
● Visited

● **Arbitration Agreement**
● Complete

● **Benefits Enrollment**
● Visited

○ **Benefits Statements**
○ Not Started

○ **Summary Page**
○ Not Started

Benefits Enrollment

Please review the different plan options available to you as a newly eligible employee. Make sure that supporting documents for any dependents that you will enroll are readily available.

1. Click on the Review link on each benefit plan type to review the different plans, add dependents and enroll in the plan.
2. Add your dependents as needed and click the check box next to their name to enroll them.
3. Choose your plan by clicking the Select button next to it and click the Done button, located in the upper right-hand corner of the plan selection screen.
4. After you have completed all your benefit elections, it is important that you click the Submit and Done buttons to save your selections to the SFHSS.

▼ **Enrollment Summary**

Your Pay Period Cost	\$692.69	Full Cost	\$692.69
Status	Changed - Resubmit Required	Employer Cost	\$3,025.46

[Submit](#)

Benefit Plans

[Medical](#) [Vision Premier](#)

Medical

Current No Coverage
New ~~Blue Shield Access+~~ HMO
Status **✓ Changed**
1 Dependents

Employee Cost **\$692.69**

[Review](#)

Vision Premier

Current No Coverage
New Waive
Status **Pending Review**
0 Dependents

Employee Cost **\$0.00**

You can now repeat the same process for **Vision Premier**.

Refer to the **Benefits Plan Comparison Tool** section in this manual to learn how to compare different plans side-by-side when applicable.

Cancel **Vision Premier** Done

event Popup window. Vision Premier requires enrollment in any medical plan. All family members being enrolled in Vision Premier must also be enrolled in medical.

▼ **Enroll Your Dependents**

Dependents that you have registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

You may enroll any of your dependents for coverage under this plan by checking the box next to your dependent's name.

Dependents	Relationship
<input type="checkbox"/> Jane Doe	Spouse

Add/Update Dependent

▼ **Enroll in Your Plan**

The Member Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

The VSP Basic Plan is included with enrollment in all SFHSS medical plans.

To complete a side-by-side comparison of the plan options, select the Compare Plan checkbox for the plan options to be compared, then select the Compare button.

Plan Name	My Before Tax Cost	My After Tax Cost	My Credit	Employer Cost	My Pay Period Cost	Compare Plan
✓ VSP Premier Requires enrollment to any Medical plan		\$5.48			\$5.48	<input type="checkbox"/>
Select Waive					\$0.00	<input type="checkbox"/>

Overview of All Plans Compare

7. Repeat the same steps for your **Vision** plan.

But if you choose not to enroll in the **Vision Premier** plan, just click **Done**.

Note that the VSP Basic plan is included with enrollment in all the SFHSS medical plans as described below, and there is no need to make any selection for the basic plan.

VSP Premier X

The VSP Basic plan is included with enrollment in all SFHSS medical plans. You are eligible for a vision exam once a year, and either one set of contacts or a pair of eyeglasses frame/lenses every other calendar year.

You also have the option to "buy-up" to the VSP Premier plan that includes coverage for either one set of contacts or a pair of eyeglasses frame/lenses every calendar year. The VSP Premier plan also provides a higher allowance for a frame and lenses or contacts. If you buy-up to the VSP Premier plan, your dependents will also be enrolled in the VSP Premier plan.

Both Basic and Premier plans include supplemental coverage for medical eye care, including urgent/emergency and special ophthalmological services.

Additionally, both Basic and Premier plans include coverage for non-prescription sunglasses or ready-made non-prescription blue light filtering glasses, if you or your family does not have the need for prescription eye ware.

Click on Submit once you have made all your changes. Failure to click Submit, will not finalize your benefits enrollment.

<div>Divorce Event</div> <div>● Visited</div>	<h3>Benefit Enrollment</h3> <p>Please review your current and new elections. If you would like to make changes, click the Save button to save your election. Click the Submit button to submit your elections to SFHS.</p> <p>To print a copy of your benefit elections, click Next.</p> <p>▼ Enrollment Summary</p> <div> <div>Your Pay Period Cost</div> <div>\$28.93</div> </div> <div> <div>Status</div> <div>Submitted</div> <div>04/17/2025 2:16PM</div> </div> <div> <div>Submit</div> </div> <p>▼ Benefit Plans</p> <table> <tr> <td> <div>Medical</div> <div>Current Blue Shield Trio HMO</div> <div>New Blue Shield Trio HMO</div> </td> <td> <div>Vision Premier</div> <div>Current Waive</div> <div>New Waive</div> </td> </tr> </table>	<div>Medical</div> <div>Current Blue Shield Trio HMO</div> <div>New Blue Shield Trio HMO</div>	<div>Vision Premier</div> <div>Current Waive</div> <div>New Waive</div>
<div>Medical</div> <div>Current Blue Shield Trio HMO</div> <div>New Blue Shield Trio HMO</div>		<div>Vision Premier</div> <div>Current Waive</div> <div>New Waive</div>	
<div>Document Upload</div> <div>✓ Complete</div>			
<div>Personal Information</div> <div>● Visited</div>			
<div>Eligible Dependent Information</div> <div>● Visited</div>			
<div>Arbitration Agreement</div> <div>✓ Complete</div>			
<div>Benefit Enrollment</div> <div>✓ Complete</div>			
<div>Benefits Statements</div> <div><input type="radio"/> Not Started</div>			
<div>Summary</div> <div><input type="radio"/> Not Started</div>			

Done

Benefits Alerts

Your benefit choices have been submitted to the San Francisco Health Service System.

If you added or removed dependents, ensure all required verification documents are submitted to avoid coverage termination.

Print your Benefits Statement for your records. Select 'Done' to return to the Benefits Enrollment page.

Read the message and click **Done**.

Upload Your Documents

Marriage Event
 Visited

*** Document Upload**
 In Progress

Personal Information
 Not Started

Eligible Dependent Information
 Not Started

*** Arbitration Agreement**
 Not Started

Benefit Enrollment
 Not Started

Benefits Statements
 Not Started

Summary
 Not Started

Event Value HSS Marriage
Instructions
 To upload your documents, select the Document Type, click Add Attachment, select the file from your computer, click Save.
 You are required to upload documents where Upload/Status is Required. You will not be able to proceed if you do not upload the required documents.
 Note: you may be required to provide more than one type of supporting document.
Document List

Document	Upload / Status	Approval / Status
Marriage Certificate	Required Attachment Missing	Not Required
Federal Tax Return	Optional	Not Required

Add Document
 *Document Type Marriage Certificate **Drop-down**
 No Document has been attached.

Add Attachment
Add Note

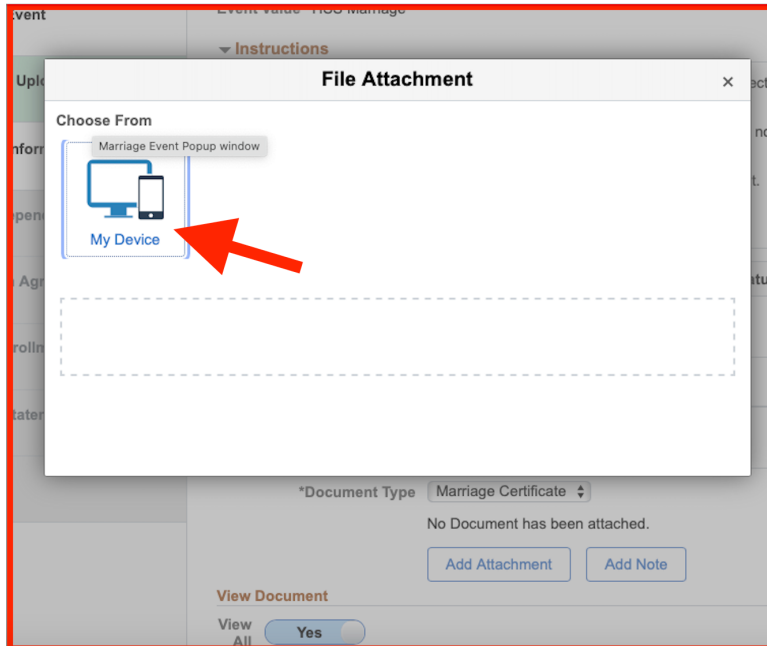
View Document
 View All Yes

1. Follow the **Instructions** on this page as you are required to upload documents in order to proceed with the next steps.

The **Documents List** is a list of all the required documents you will need to upload. **You may be required to provide more than one type of supporting document.**

2. In the **Add Document** section, under the *Document Type, click on the drop-down arrows to ensure you are uploading the correct document.

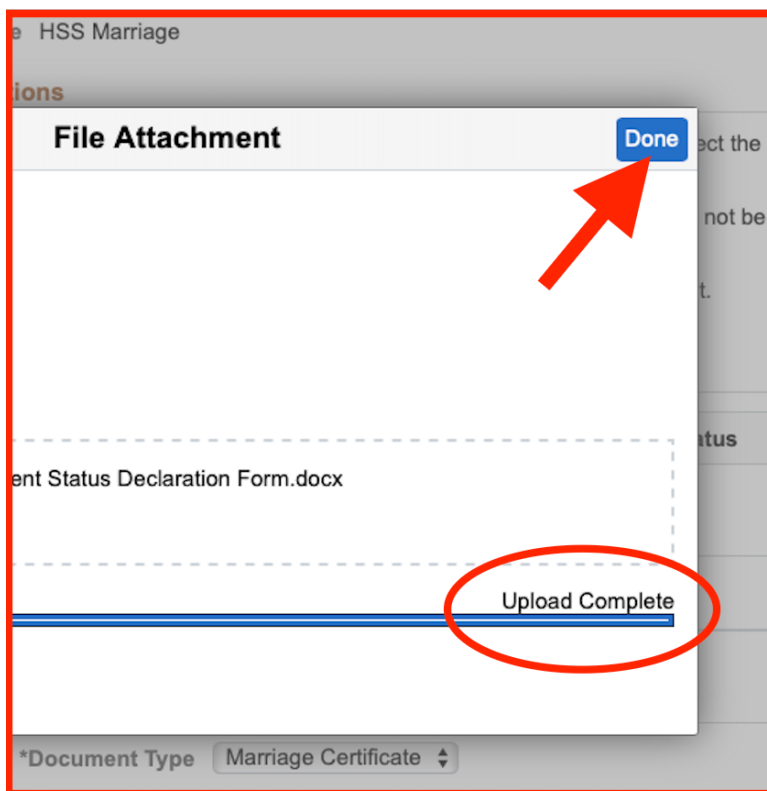
Then click on the **Add Attachment** button.



5. The **File Attachment** window will appear.

Click on **My Device** to navigate your computer, tablet, or phone for the document to upload.

6. Once the document has been selected, click on **Upload**.



3. Wait until **Upload Complete** is shown on the bottom of the window.

4. Click on **Done**.

Marriage Event

Cancel Previous Save

Document Type, click Add Attachment, select the file from your computer, click Save.
Where Upload/Status is Required. You will not be able to proceed if you do not upload the required documents.
More than one type of supporting document.

Upload / Status	Approval / Status
Required	Not Required
Uploaded	
Optional	Not Required

*Document Type: Marriage Certificate

Add Attachment Add Note

Description	Document Type	Category	Last Updated
Marriage Certificate with Your Name	Marriage Certificate	Marriage Certificate	04/10/2025 3:58:38PM

7. Click on **Save**. It is located on the top right corner.

Benefits Plan Comparison Tool

In the example, we clicked on the **Medical** plan tile. You can compare different plans by checking the checkboxes under the **Compare Plan**, then click on **Compare**.

Cancel

Medical

Done

If you or your dependent enrolled in Medicare and have not yet submitted copies of the Medicare cards to SFHSS, please call Member Services at (628) 652-4700 for assistance. Your enrollment data may be incorrect if the Medicare information is not in the system.

▼ **Enroll Your Dependents**

Dependents that you have registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

You may enroll any of your dependents for coverage under this plan by checking the box next to your dependent's name.

Dependents	Relationship
<input type="checkbox"/> Jane Doe	Spouse

Add/Update Dependent

▼ **Enroll in Your Plan**

The Member Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

The VSP Basic Plan is included with enrollment in all SFHSS medical plans.

To complete a side-by-side comparison of the plan options, select the Compare Plan checkbox for the plan options to be compared, then select the Compare button.

	Plan Name		My Before Tax Cost	My After Tax Cost	My Credit	Employer Cost	My Pay Period Cost	Compare Plan
Select	Health Net CanopyCare HMO	i			\$481.69	\$365.27	\$-481.69	<input type="checkbox"/>
Select	Blue Shield Trio HMO	i	\$49.70		\$481.69	\$407.10	\$-431.99	<input checked="" type="checkbox"/>
Select	Blue Shield Access+ HMO	i	\$130.09		\$481.69	\$407.10	\$-351.60	<input type="checkbox"/>
✓	Kaiser Permanente HMO	i			\$481.69	\$406.79	\$-481.69	<input checked="" type="checkbox"/>
Select	Blue Shield PPO	i	\$275.29		\$481.69	\$407.10	\$-206.40	<input type="checkbox"/>
Select	Waive				\$481.69		\$-481.69	<input type="checkbox"/>

Overview of All Plans

Compare

A new window will show you a comprehensive side-by-side plan comparison. Click **Done** at the top right corner of the window to close.

Benefits Plan Comparison

Done

These comparisons provide a summary of benefits only. In any instance where information in this comparison conflicts with the plan's Evidence of Coverage (EOC), the plan's EOC shall prevail. For a detailed description of benefits and exclusions, please review your plan's EOC at sfhss.org

This information is high-level, for cost and general coverage information only, and that this in no-way warrants or guarantees coverage, when medical necessity must be established.

+

Kaiser Permanente HMO -

Blue Shield Trio HMO -

Expand All | Collapse All
Currently Selected

▼ Pay Period Cost

The cost shown is based on the dependents you have enrolled.

Member Only	\$-481.69	\$-431.99

▼ Plan Cost and Credit Detail

<p>For this Health Maintenance Organization (HMO) Plan, Kaiser Permanente maintains an integrated health system consisting of participating physicians, hospitals and other healthcare providers. Generally, you only have access to Kaiser Permanente providers and facilities in your home region. You can either select a Primary Care Physician (PCP) or one will be assigned to you; you can change your doctor at any time. You must also live OR work (if applicable) in a zip code serviced by the plan. The Evidence of Coverage (EOC) for this Kaiser Permanente HMO plan contains a complete list of benefits, limitations and exclusions.</p>	<p>This California HMO plan has a similar and adequate network of doctors, hospital and medical facilities, when compared to Health Net Canopy Care HMO. The medical and pharmacy benefits offered through this plan match the Blue Shield Access+ plan, with the only difference between the plans being the size of network of doctors, hospital and medical facilities. Like the Blue Shield Access+ plan, this plan has no deductibles. You must select a Primary Care Physician (PCP), or it will be automatically assigned by Blue Shield. Each member of your family can choose a different physician and medical group. To enroll, you must live or work in a zip code serviced by the plan. Please refer to the Evidence of Coverage (EOC) for a complete list of benefits, limitations and exclusions.</p>
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▼ Coverage Level Cost

These are all the available Coverage Costs

Member Only		
<i>Currently selected coverage</i>	\$-481.69 Before-Tax	\$-431.99 Before-Tax
Member +1 Dep	\$-150.84 Before-Tax	\$-51.15 Before-Tax
Member +2 or More Dep	\$195.13 Before-Tax	\$219.19 Before-Tax

▼ General

Calendar Year Deductible		
Individual	None	None
Family	None	None
Calendar Yr. Out-of-Pocket Max <small>does not include premium contributions</small>		
Individual	\$1,500	\$2,000
Family	\$3,000	\$4,000

You can also expand and collapse the information by clicking and unclicking on the **Expand All** and **Collapse All**. You can also click and unclick on the small triangle next to the heading titles.

Benefits Plan Comparison

Done

These comparisons provide a summary of benefits only. In any instance where information in this comparison conflicts with the plan's Evidence of Coverage (EOC), the plan's EOC shall prevail. For a detailed description of benefits and exclusions, please review your plan's EOC at sfhss.org.

This information is high-level, for cost and general coverage information only, and that this in no-way warrants or guarantees coverage, when medical necessity must be established.

Expand All | Collapse All

Kaiser Permanente HMO

⊖

Currently Selected

▼
Pay Period Cost

The cost shown is based on the dependents you have enrolled.

Member +1 Dep	\$-150.84
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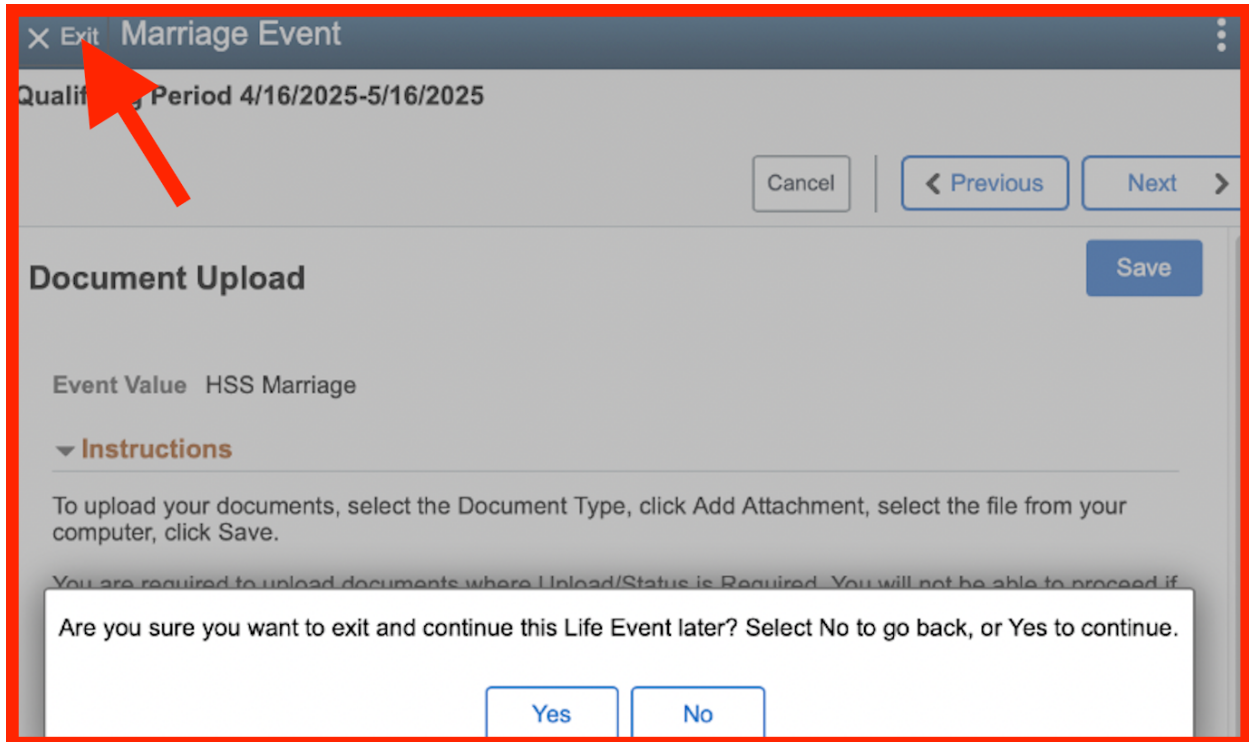
▼
Plan Cost and Credit Detail

For this Health Maintenance Organization (HMO) Plan, Kaiser Permanente maintains an integrated health system consisting of participating physicians, hospitals and other healthcare providers. Generally, you only have access to Kaiser Permanente providers and

Exit and Continue Later

During the enrollment process, you can click on **Exit** at the top left corner, then click **Yes**, if you decide to leave the system and continue the process later.

Exiting the system and not submitting the changes will not make your elections final. It is your responsibility to make sure that the changes you make are properly and timely submitted.



The screenshot shows a web application interface for a "Marriage Event". At the top left, there is a button labeled "Exit" with a red arrow pointing to it. The header area also displays "Marriage Event" and "Qualifying Period 4/16/2025-5/16/2025". On the right side of the header, there are buttons for "Cancel", "< Previous", "Next >", and a blue "Save" button. The main content area is titled "Document Upload" and includes a section for "Event Value" set to "HSS Marriage". Below this is an "Instructions" section with a downward arrow icon. The instructions text reads: "To upload your documents, select the Document Type, click Add Attachment, select the file from your computer, click Save." A modal dialog box is open at the bottom of the screen, asking: "Are you sure you want to exit and continue this Life Event later? Select No to go back, or Yes to continue." The dialog has "Yes" and "No" buttons.



The next time you login, you will notice the **Life Events** tile will show **Resume**.

This means your previous changes were saved from your last login session.