Enrollment On The Web

Online Benefits Enrollment

Newly hired employees eligible for County health and flexible benefits must enroll directly online. The online process is simple. No long forms to fill out or need to worry about paperwork getting misplaced. No guessing what your payroll deductions will be. Rates will be automatically calculated for you online. All you need is 15 to 20 minutes of uninterrupted time to make your elections.

Enroll using the New Hire Benefits Enrollment link, located on the eNet portal. After submitting your benefit plan selections, you will be prompted to continue to the Online Beneficiary Designation in connection with your life insurance coverage. Enter your designated beneficiaries for your basic life insurance death benefits. If you elected optional life insurance coverage, enter your beneficiaries in the Optional Life section. Save each entry. Remember that your beneficiary information will not be saved and the document will not be registered, until you click on the "Submit All Changes" button. Print your life insurance beneficiary designation confirmation page and retain with your important documents.

The New Hire Benefits Enrollment website can be accessed from any computer 24/7, but only during your eligibility period. Enrollment Window–The enrollment window starts on the date you are active in the payroll system, to the day before your benefits eligibility date. Your benefits eligibility date = the 1st of the month following or coinciding with sixty (60) days of employment. Contact your Department Personnel Representative (DPR) if you have any questions regarding your benefits eligibility. The Online Beneficiary Designation link can be accessed 24/7 and you may change beneficiaries at any time during the year.

Before You Start

Make sure you thoroughly review your enrollment materials. Most of these documents are online. If, after reviewing the materials, you still have questions, contact the plan directly or your Department Personnel Representative (DPR). Make sure you have the following information handy:

Employee Identification Number (Miami-Dade eKey) - This 8-digit number can be found on the upper left corner of your pay stub or in most cases, your employee photo ID. You'll also need to know the last 4 digits of your social security number the first time you log on to eNet.

Primary Care Physician Number (for you and dependents) - Enter only if enrolling in the AvMed Low Option HMO Plans.

Participating Dentist Number - Enter only if electing the Met DHMO or Humana- OHS Dental Plans.

Dependent Information - This includes names and dates of birth for all eligible dependents to be enrolled. Also, indicate if dependent is covered by another group medical plan, for coordination of benefits (COB) purposes.

Spending Accounts - Annual amount you wish to contribute.

First time eNet users will be required to set-up an account and create a password. To begin, your Miami-Dade e-Key is the combination of the letter "e" and your employee payroll ID#. First time eNet users, your initial password will be "Pass" plus last 4 digits of your Social Security number (example Pass1234). Click the Login button. First time users, you will be required to change your initial password (to a different one. Follow the instructions on the screen to change password. Click "Change Password" and login to eNet using your newly created password.

Not a first time eNet user? Enter e-Key and your eNet password and click Login button. Forgot your password? Click "Forgot Password" and follow the instructions to reset it. Contact the Help Desk at 305-596-Help, if you experience technical difficulties.

If Your Benefits Eligibility Date is November 1 or December 1

New hires with a benefits eligibility date of November 1, or December 1, cannot enroll on the Open Enrollment website. You must submit your benefit selections online through the County's eNet portal New Hire Benefits Enrollment link. Your new hire plan selections for the current year will carry-over into the next plan year. If enrolling in a spending account you will be required to select two (2) annual contribution amounts; one for the balance of the current year and a separate amount for the next plan year.

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Logging On

Online enrollment is a 12-step process that must be completed in one session. If you log off before completing the final step, you will not be able to return to the place where you left off. Your changes will not be saved unless you press the Complete Enrollment button in Step 12. So, please be sure you have the 15 to 20 minutes it takes to complete all the steps.

1. Go directly to **http://enet.miamidade.gov** to logon.

2. On the next screen, click "New Hire Enrollment" link in "Secure Enet Services" to begin the enrollment process.

3. Review the information on the screen, then click the "Begin Enrollment " button. Remember that your benefits elections will not be saved until you click the "Complete Enrollment" button in Step 12. Print your online confirmation notice, as verification of enrollment.

4. You will then be prompted to the Online Beneficiary Designation link. Save each beneficiary entry. Remember that your beneficiary information will not be saved and the document will not be registered, until you click the "Submit All Changes" button. Print your life insurance beneficiary designation confirmation page and retain with your important documents.

What's Online?

Everything you need for online benefits enrollment can be found on the New Hire Enrollment website, including:

- Benefits Handbook
- Links to provider Web sites
- Medical Plan Comparison
- Dental Plan Comparison
- Dependent Eligibility
- Department Personnel Representative Directory
- Frequently Asked Questions (FAQs)

Need Technical Assistance?

Call 305-596-HELP

Step 1

NEW HIRE BENEFIT ENROLLMENT
Step 2

Step 3

Step 4