



Dear **CES** Employee;

Welcome to Harvard Pilgrim Health Care!

You will be enrolling in Harvard Pilgrim online. It's easier and faster than paperwork! Just follow the instructions and when you're finished, your employer will review the data and submit it to Harvard Pilgrim. At the end of enrollment you can create an *HPHConnect* account to take advantage of other features.

With your *HPHConnect* account, you can:

- Look up your benefits
- Find the status of your claims
- Check the status of your deductible
- View your medication history
- Sign up to Go Paperless
- Find a doctor or specialist
- Change a primary care physician (*if applicable*)
- Replace your member ID card

HPHConnect is part of our effort to make great health care a little easier for you!

To enroll online, you'll need your:

- Employer's ID number (0000288568)
- Social Security Number (and Social Security Number for all covered dependents)
- Date of Birth (and dates of birth for all covered dependents)
- NAME of Primary Care Physician and the Primary Care Physicians of your dependents (*if applicable*)

You must enter an email address in this online enrollment process, an email notification will be sent to you indicating that your transaction was processed.

Let's get started:

- Go to www.harvardpilgrim.org and select **Member Login**
- Scroll down and click on **Enroll in Harvard Pilgrim**
- Welcome to the **New Enrollment** screen. You will be asked to enter your Employer ID Number
- Enter Employer ID: 0000288568**
- Your Effective Date is: **Your start date**
- Reason For Enrollment is: **New Hire**
- Select Plan Options:
 - **Plan Category:** Collab Edu/HSA PPO 3K, Collaborative Ed/HSA, Collaborative Ed/HMO/BAS
 - **Plan Option:** (Once Plan Category is selected, only one plan option should be available for you to choose from the drop down menu)
- Enter Member Information
- Review your information then click **Submit**
- Print Thank You page and retain Tracking Number for your records.

Thank you for choosing Harvard Pilgrim!