



How to Make Your eBenefits Elections

1. If you are using a computer within the SMHCS network:
 - a. Open the SMHCS intranet and go to the PULSE home page
 - b. On the PULSE home page, go to Application Links
 - c. CLICK on MyHR
2. If you are using a computer from home or outside of the SMHCS Network:
 - a. Log on to www.smh.com
 - b. CLICK on the "For Employees" tab
 - c. CLICK on the "MyHR for Employees" icon
3. Enter the log in and password you are using to access MyHR (for log-in and/or password problems, contact 941-917-6107)
4. On the Main menu, CLICK on:
 - a. Self-Service
 - b. Benefits
 - c. Benefits Enrollment
5. Follow the prompts to make your elections
6. Be sure to hit "submit" when you are finished.

Proof of Relationship Requirements

If you are adding your spouse or children on your medical/prescription drug, vision, dental and/or dependent life program, you will need to provide their birth date, social security number, and proof of relationship as defined below:

- For All Dependents:
 - First page of your most recent Federal Tax Return (Form 1040) listing the name and social security number of your spouse and/or all children you will enroll in SMHCS healthcare plan (please black out all financial data). If this form lists all of the dependents you will enroll in your SMHCS healthcare plan, it is the only document you will need to provide to prove eligibility.

Alternatively, you may provide:

- For spouse:
 - Marriage Certificate and two documents proving joint ownership. Acceptable documents proving joint ownership are: mortgage statements, credit card statements, bank statements, and leasing agreements listing both parties' names as co-owners. The joint ownership may be established prior to the current year; however the statement provided must be issued within the last three months.
- For children under age 26:
 - Birth Certificate

To locate a Primary Care Physician or Specialist, please go to www.gulfcoastprovider.net. It is important to verify that you are searching within the proper network for the plan level you have chosen. For additional assistance on how to locate a doctor online, Find-A-Doctor Instructions are located within the HR Benefits area on pulse or you may request to have Find-A-Doctor instructions emailed to you by submitting a request to hrrservicecenter@smh.com.

All required Proof of Dependency documents must be submitted to Human Resources no later than Friday, September 14th, 2018. The HR Service Line is 941-917-6177.