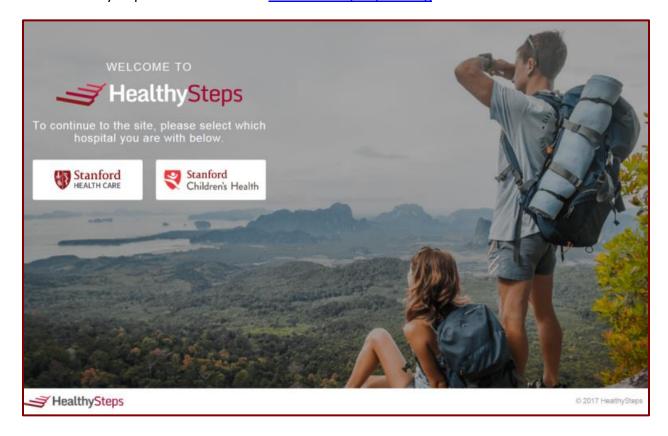




HEALTHYSTEPS BENEFITS PORTAL

www.healthysteps4u.org

View benefits summary, enroll in your Health & Welfare benefits, or designate your beneficiaries in the HealthySteps Benefits Portal at www.healthysteps4u.org. Click on Stanford Health Care.



From the homepage, click on View or Change My Benefits (SHC) to enter the enrollment portal.







SHC SINGLE SIGN-ON

When accessing the portal from a Stanford Health Care (SHC) network, the registration process is handled for you via a secure single sign-on (SSO) using your SHC login credentials: SID and Password.

When accessing the portal from a shared-PC from the Hospital or from a network outside of SHC (such as your personal computer or mobile device), you will see the images below. Click on **SHC** and on the next screen, enter your SID and Password. After entering your login, the Duo authentication will pop-up. Proceed accordingly.

Image 1



Image 2

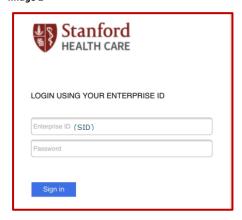
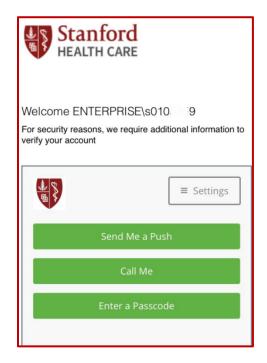


Image 3: Duo Authentication



If you need assistance with Duo, contact SHC IT Service Desk at <u>HelpDesk3-3333@stanfordhealthcare.org</u> or 650.723.3333.





If you are having access issues and see the message below, send an email to SHC IT Access Management team for assistance at <u>DL-DS-IAMonCall@stanfordhealthcare.org</u>.

Unable to access partner web site

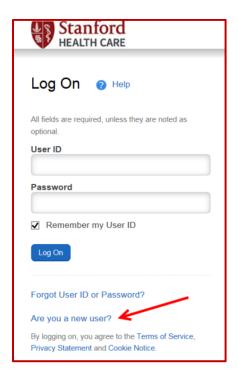
The system connection is currently experiencing technical difficulties. Please try again later.

If you receive this message multiple times, report it to your HR or Benefits Service Center.

Error Code= 736804

BENEFITS ENROLLMENT PORTAL URL

If SSO is not working, visit https://shclpch.benefitsnow.com. If you are a first-time user, click on Are you a new user? to create your User ID and Password for the portal. You can also call the Benefits Service Center to complete your benefits enrollment.



If you have benefit questions or need assistance with benefits enrollment, please contact the Stanford Health Care Benefits Service Center, Monday-Friday, 5 a.m.-5 p.m. Pacific Time:

- Phone 855,278,7157
- Live Chat or Email within the portal