

2024 BENEFITS ENROLLMENT

Empyrean Enrollment Job Aid



Robert Half, Protiviti and Full-Time Engagement Professionals

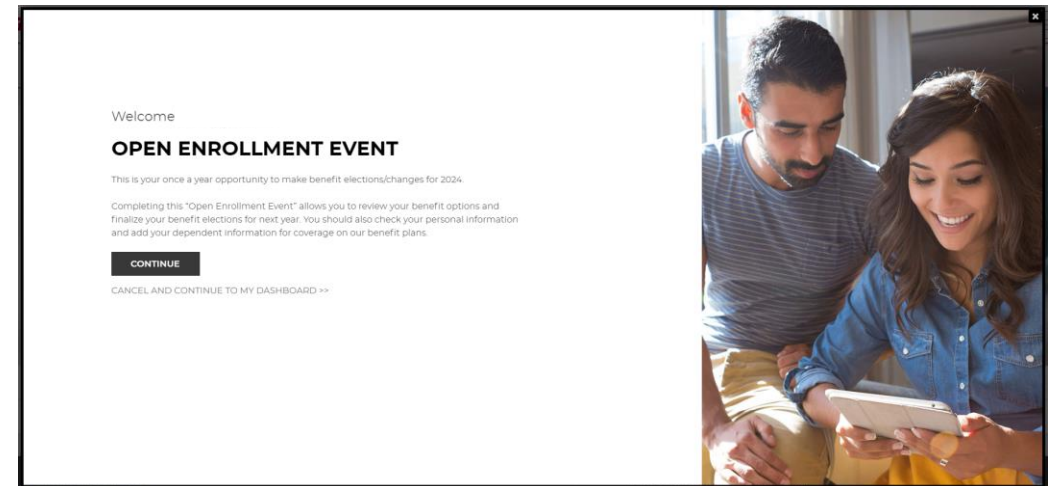
Get Started

1

- Log in to the enrollment site

www.EnrollMyRHBenefits.com

For questions or assistance call:
Robert Half Benefits Service Center
1.855.RHI.BENE (1.855.744.2363)
Open Mon. to Fri., 5 a.m. – 8 p.m. PT
during Open Enrollment



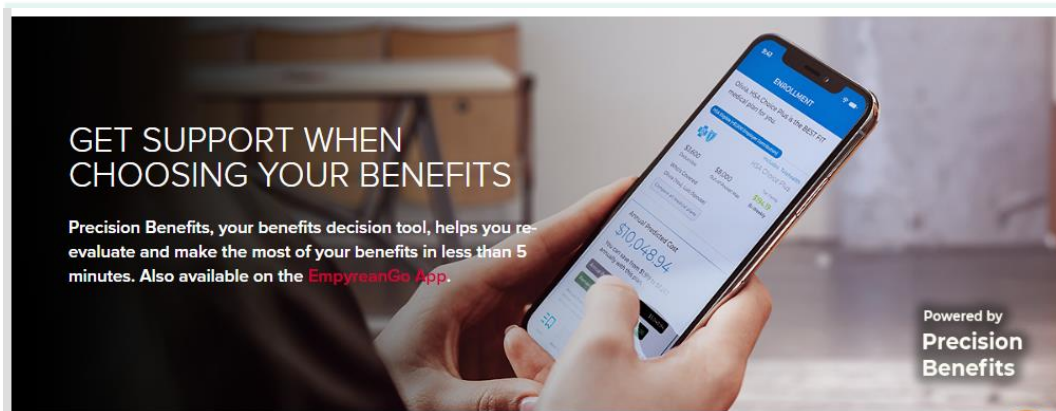
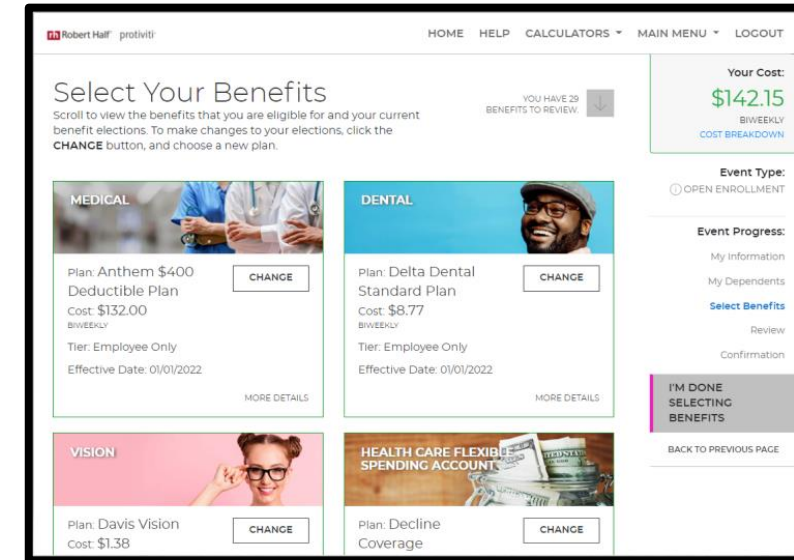
Tip: It's helpful to have details on your dependents/beneficiaries on hand when you get started – e.g., full names, birth dates, Social Security numbers. You will need to verify newly added dependents before coverage will be effective.



2 Enroll

Review your options, make changes, and/or select your benefits for 2024.

- Use **Precision Benefits**, a decision support tool, for help selecting a medical plan. If you chose not to use Precision Benefits, skip to Benefit Selection page and click **Change** on the specific benefit tile(s) to review your options.
- Click **I'm Done** when finished – e.g., adding dependent or selecting a medical plan.
- Click **Continue** to save your changes and move to next screen. You'll have a chance to submit and accept your selections in Step 4.



Contact the Robert Half Benefits Service Center if you have questions or need assistance: 1.855.RHI.BENE (1.855.744.2363).
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Choices require decisions. When it comes to selecting your benefits, **Precision Benefits** (formerly Pilot +) can help you evaluate your needs and make the most of the choices available to you at Robert Half. It's quick and easy - take a 5-minute (or less) survey regarding your current and future healthcare needs. Precision Benefits will use this information to give you:

- Personalized benefit recommendations.
- Clearer understanding of expected costs and how your benefits work together.
- Ideas to help you save money all year long.

3 Confirm

Review cost summary, benefit elections and dependent information for accuracy.

- Use the pencil icon to make changes and click **Submit My Elections** when finished.
- A final message will pop up ...
 - Click **Deny** to continue reviewing and updating **OR**
 - Click **Accept** to confirm your enrollment selections
 - Selections are not recorded in system until you submit **AND** accept them
- Review confirmation summary and print/save for future reference.

The screenshot displays the 'YOUR COST SUMMARY' page in the Robert Half Protiviti system. The page includes a header with navigation links (HOME, HELP, CALCULATORS, MAIN MENU, LOGOUT) and a 'GET IT ON Google Play' button. The main content area shows employee information (April Peth, Confirmation # 7552) and event details (Open Enrollment, Requested Event Date 01/01/2022, Event Effective Date 01/01/2022). A table titled 'YOUR COST SUMMARY' compares elected and approved costs for biweekly and annual periods. The total cost is \$143.56 per biweekly period. A yellow warning banner at the bottom states 'YOU HAVE BENEFITS PENDING APPROVAL'. The page also includes links for 'TAKE SURVEY', 'PRINT', and 'CONFIRMED ELECTIONS'.

	BIWEEKLY COST (ELECTED)	ANNUAL COST (ELECTED)	BIWEEKLY COST (APPROVED)	ANNUAL COST (APPROVED)
EMPLOYEE PRE-TAX AMOUNT	\$142.15	\$3,696.00	\$142.15	\$3,696.00
EMPLOYEE POST-TAX AMOUNT	\$1.41	\$36.60	\$0.00	\$0.00
TOTAL COST OF BENEFITS	\$143.56	\$3,732.60	\$142.15	\$3,696.00

YOUR TOTAL: \$143.56 / BIWEEKLY Cost

Your Benefit Selections: Medical | Anthem \$400 Deductible Plan | Effective 01/01/2022 | Tier: Employee Only

Note: A warning flag or sign will pop up to alert you of a pending action - e.g., missing info or further action required. Follow system prompts to resolve these actions.

EmpyreanGo App



Access and update your benefits information in the palm of your hand.

- View your benefit history
- Review current benefits
- Add / verify dependents
- Update beneficiaries
- Add your insurance cards with Digital ID Card feature

Available for iOS/Android platforms and found in Apple App and Google Play stores. Available for IOS 15, 14, & 13 and Android 11 & 10.

Accessible in **4 simple steps:**

- 1) Download app by searching for **EmpyreanGO** or use QR codes below
- 2) Search for **Robert Half** in client search
- 3) Click **Login**
- 4) Follow the steps to authenticate using your Robert Half ID/password
(see next slide for instructions on establishing two-factor authentication)



For Android



For iOS



Instructions on Establishing Two-Factor Authentication

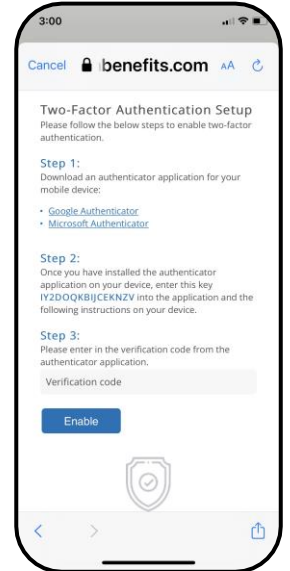
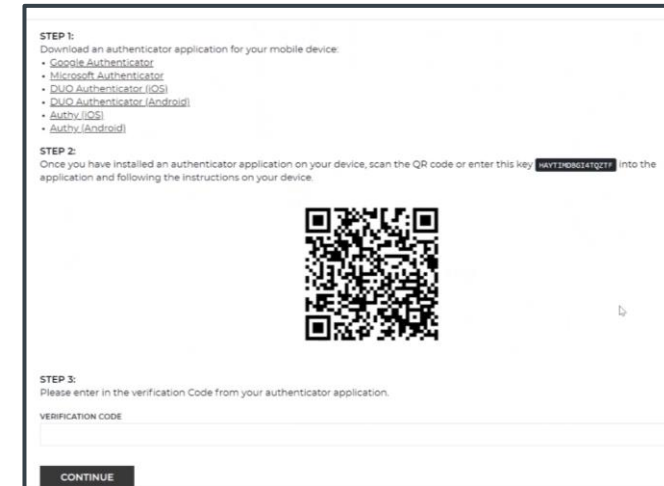
Is the Microsoft Authenticator app already installed on your mobile phone or tablet?

If No:

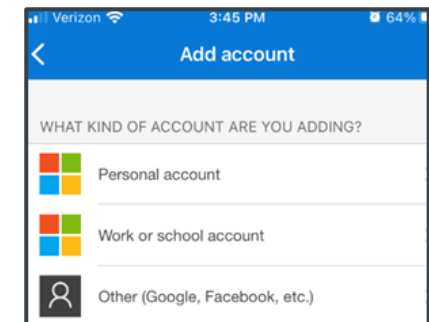
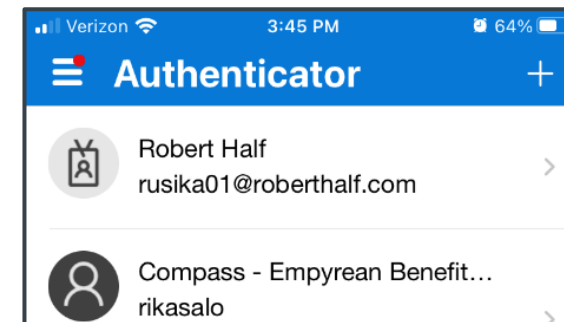
- From Registration Page, follow steps to select and install the **Microsoft Authenticator app**.
- Once installed, scan the QR code or enter the key provided on your EmpyreanGO app Registration Page.
- Next, enter the 6-digit Verification Code (no spaces) as generated by the Authenticator app. You will receive a success message once two-factor authentication is enabled.

If Yes, set up and add account:

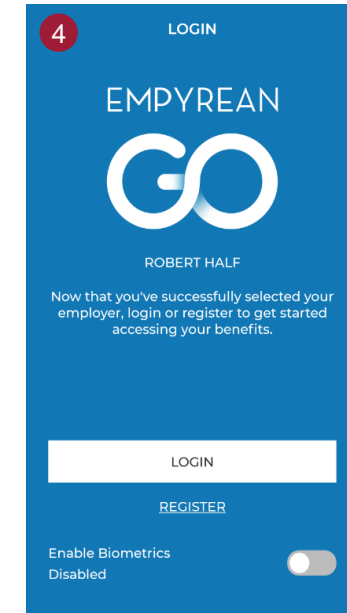
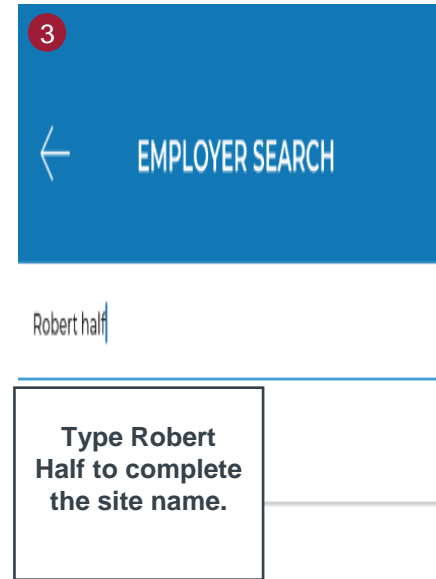
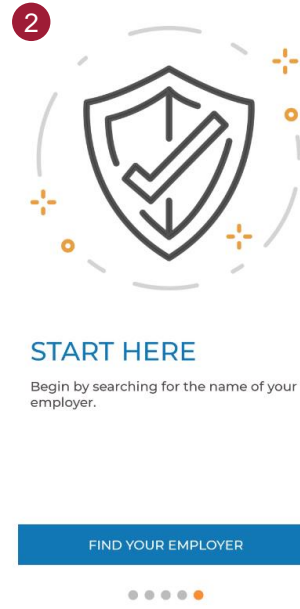
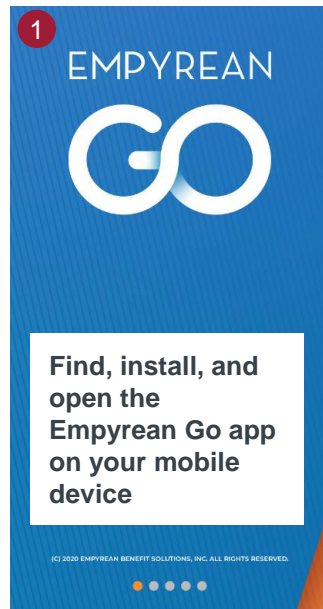
- From app, select + icon shown in upper right corner.
- From Add Account page, select **Other** (Google, Facebook, etc.) and set up your account.



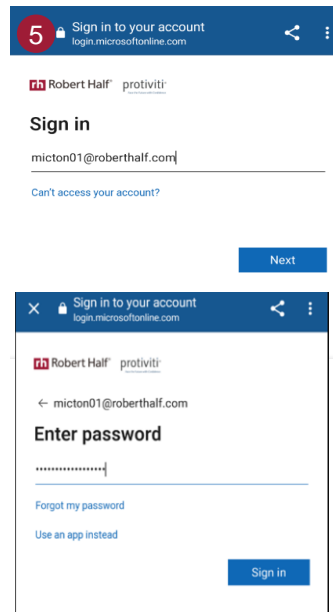
Note: Work quickly to enter codes as they will be automatically refreshed/regenerated if not used within 30 seconds.



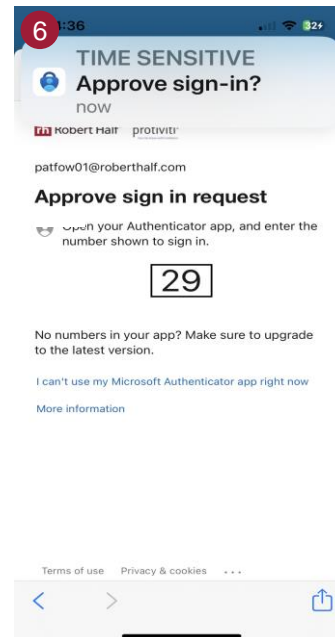
SCREENSHOTS FOR ENABLING TWO-FACTOR AUTHENTICATION



Click **LOGIN** and follow the steps to sign into your RH account



Sign in with your work email and enter your password



Choose an option to verify your identity and/or approve on your Authenticator

Begin using the portal – Click to Access Full Portal

