2024 BENEFITS ENROLLMENT

Empyrean Enrollment Job Aid

Leave of Absence (LOA)

Robert Half, Protiviti and Full-Time Engagement Professionals

rh Robert Half®

How to Enroll Online

1 Register Your Account

2 Get Started

3 Enroll

4 Confirm

Complete Steps 1 – 4

Register and enroll at

https://compass.empyreanbenefits.com/roberthalf

For questions or assistance call:
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

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① Register Your User Account

Visit https://compass.empyreanbenefits.com/roberthalf

- Click ***Register*** and complete personal information as requested.

- Create a unique **User ID** and **Password** — not the same as your work ID and password.

- Set security question and answer (at least 6 characters).

- Read terms of use agreement and click ***I Agree*** at bottom of page.

- Enable **two-factor authentication** by following the instructions on page 4.

All users must register and set up an account. Once complete you can continue enrolling or return later. You will need to enter a two-factor authentication code and your user ID/password each time you log in.

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.
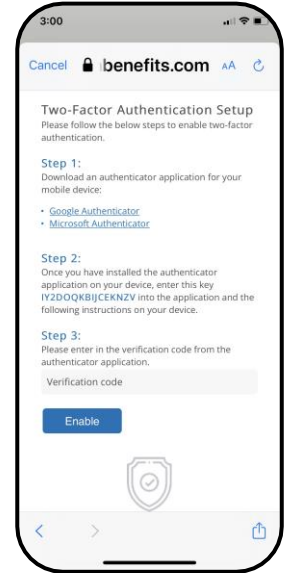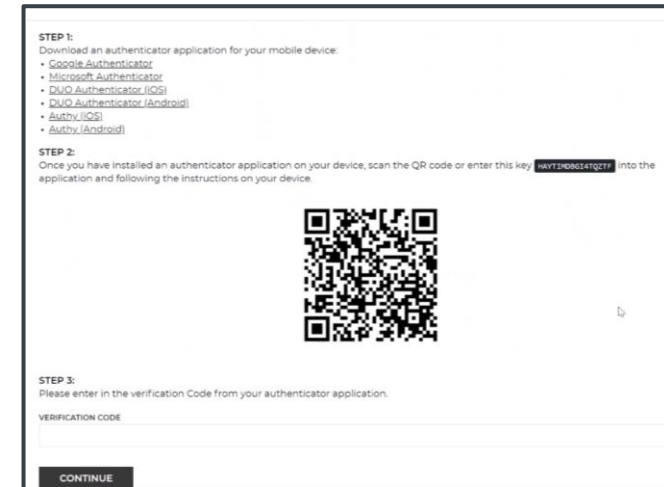
Note: Work quickly to enter codes as they will be automatically refreshed/ regenerated if not used within 30 seconds.
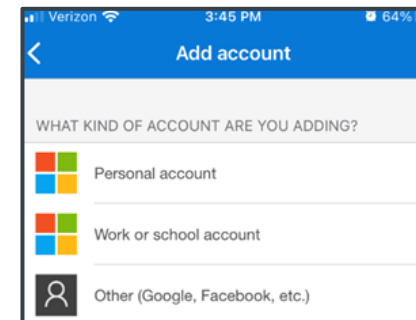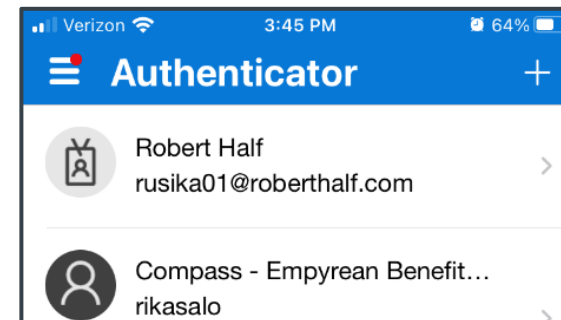
(2) # Get Started

Log in to your enrollment site

https://compass.empyreanbenefits.com/roberthalf

Enter two-factor Microsoft authentication code that you just added for Empyrean (if you haven't already, you will need to enable two-factor authentication by following the instructions on page 4).

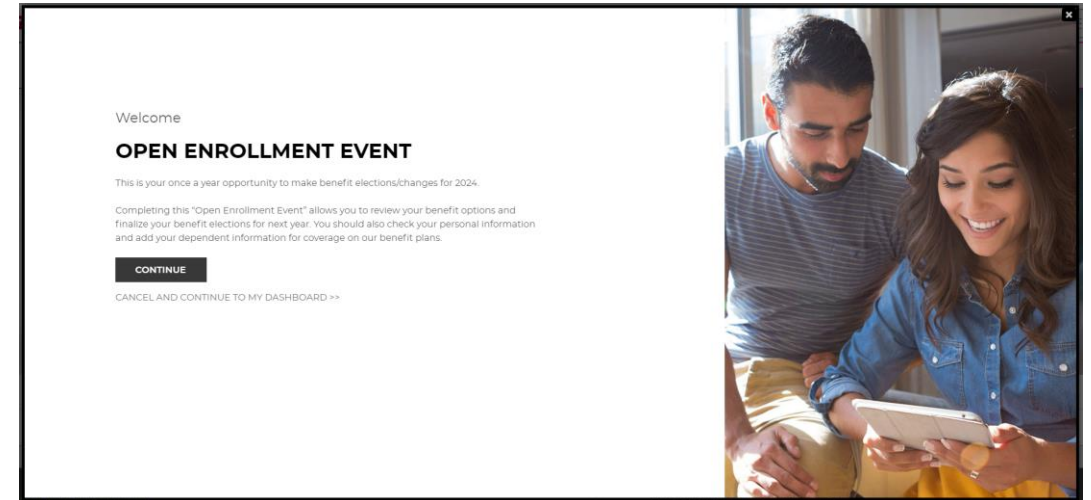If this is your first visit, read the terms of use agreement and click *I Agree* at bottom of page to continue enrolling.

Click *Continue* when event screen appears.

Click *I'm Ready To Proceed* and choose whether you want to continue with Pilot or not.

Welcome

OPEN ENROLLMENT EVENT

This is your once a year opportunity to make benefit elections/changes for 2024.

Completing this "Open Enrollment Event" allows you to review your benefit options and finalize your benefit elections for next year. You should also check your personal information and add your dependent information for coverage on our benefit plans.

CONTINUE

CANCEL AND CONTINUE TO MY DASHBOARD >>

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.

③ Enroll

Review your options, make changes and 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 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.
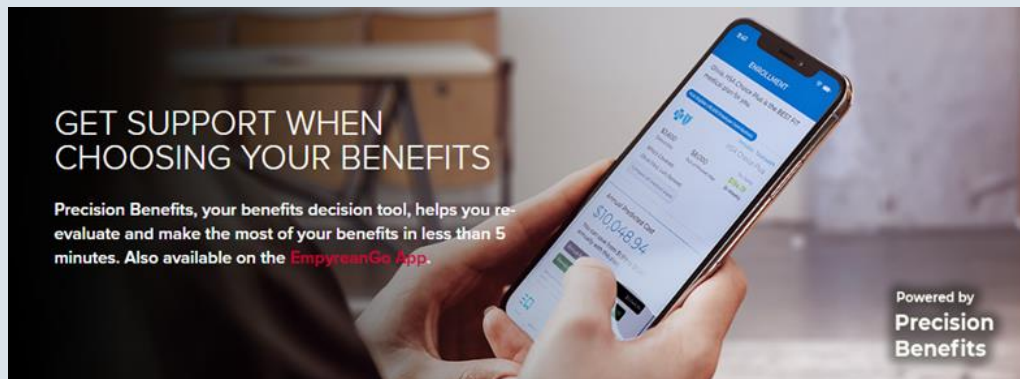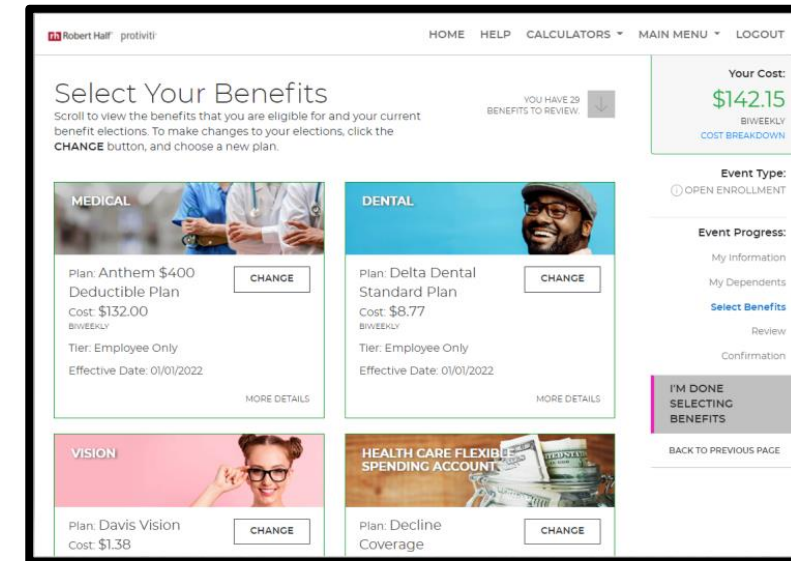
Choices require decisions. When it comes to selecting your benefits, **Precision Benefits** can help you evaluate your needs and make the most of the choices available to you at Robert Half. It's quick and easy - take a 5-minute (or less) survey regarding your current and future healthcare needs. Pilot 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.

4 **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.

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.

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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

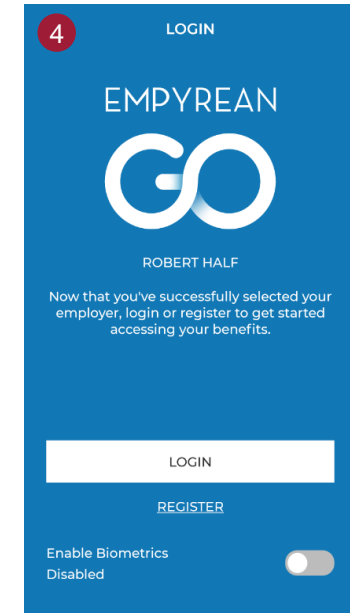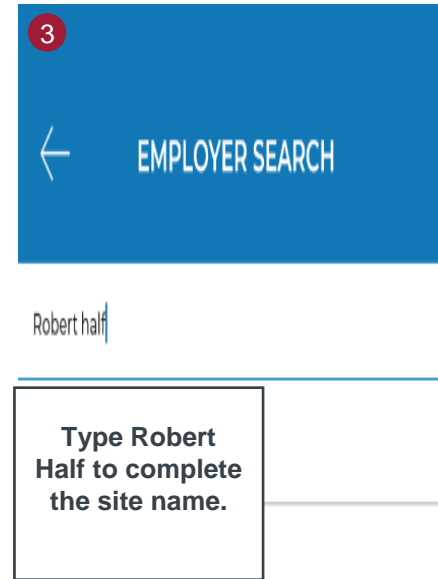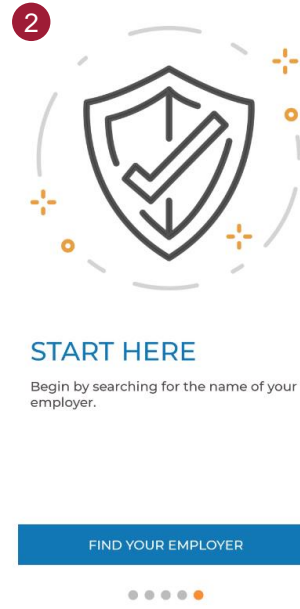   (see next slide for instructions on establishing two-factor authentication)
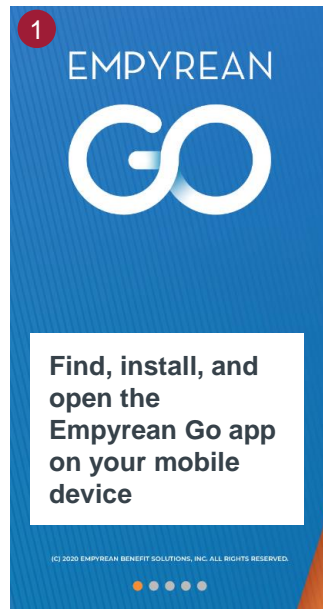
For Android

For iOS

SCREENSHOTS FOR ENABLING TWO-FACTOR AUTHENTICATION

1

EMPYREAN GO

Find, install, and open the Empyrean Go app on your mobile device

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2

START HERE

Begin by searching for the name of your employer.

FIND YOUR EMPLOYER

3

← EMPLOYER SEARCH

Robert half

Type Robert Half to complete the site name.

4

LOGIN

EMPYREAN GO

ROBERT HALF

Now that you've successfully selected your employer, login or register to get started accessing your benefits.

LOGIN

REGISTER

Enable Biometrics Disabled

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

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🔒 Sign in to your account
login.microsoftonline.com

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Sign in

micton01@roberthalf.com

Can't access your account?

Next

× 🔒 Sign in to your account
login.microsoftonline.com

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← micton01@roberthalf.com

Enter password

••••••••••••••••

Forgot my password

Use an app instead
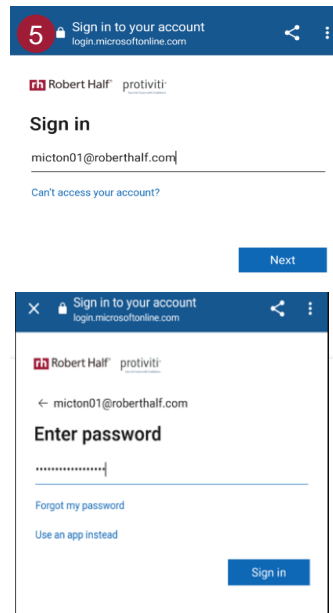
Sign in

Sign in with your work email and enter your password

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TIME SENSITIVE
👤 **Approve sign-in?**
now

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patfow01@roberthalf.com

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

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No numbers in your app? Make sure to upgrade to the latest version.

I can't use my Microsoft Authenticator app right now

More information

Terms of use   Privacy & cookies   ...
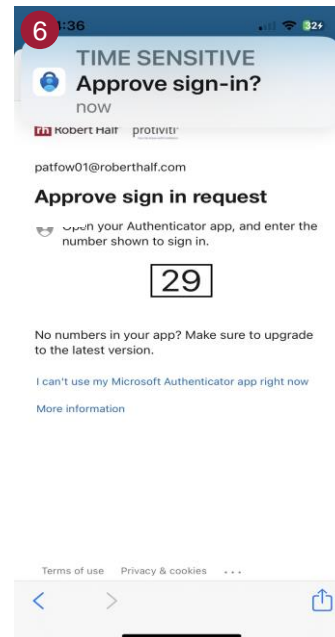
Choose an option to verify your identity and/or approve on your Authenticator

Begin using the portal – Click to Access Full Portal

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HOME

WELCOME TO YOUR BENEFITS PORTAL ON-THE-GO!

UPDATE OR CHANGE YOUR BENEFITS
Whether it's open enrollment, or you had a life event that allows you to make changes to your benefits.

CLICK TO ACCESS FULL PORTAL »

MANAGE EXPENSES

PLAN FOR FUTURE CARE

HOME   OVERVIEW   ID CARDS   MORE

8

:38

← BENEFITS PORTAL

Robert Half protiviti   MENU ☰

Welcome to your Health & Wellness Portal

Patty, you can manage all of your health and wellness benefits right

CHANGE YOUR CURRENT BENEFITS

CURRENT BENEFITS

BENEFIT HISTORY