

You will need to access JacobsConnect (jacobsconnect.jacobs.com/welcome). Depending on the type of connection, you may need to provide your logon credentials one or more times as access to your benefits is highly secure.

1. From JacobsConnect click on **myHRIS** within Tools & Applications located to right on the home page screen or from any other computer or mobile device, go to [Employee Self Service](#)
2. Click on the appropriate Login Option:
 - I'm on a Jacobs device
 - I'm not on a Jacobs device
 - Log in with your myHRIS username and password
3. Click **Continue to myHRIS** and enter your Username and Password.
4. From the home page, click on the menu to the left of the Jacobs logo. Scroll down to **New Hire Benefits Enrollment** or **US myHRIS Employee Self Service** (*whichever is applicable to your situation*).
5. If you are a new hire, click on **New Hire Benefits** again
6. If you are an existing employee, click **Other items** then **Jacobs Benefits**
7. Review enrollment instructions. Click **Next**.
8. Review your family members from the **Dependents and Beneficiaries** screen. If your eligible family members listed are inaccurate, you may click **Add another Person** to add a dependent or click the **Update button (pencil icon)** to modify or add information for an existing dependent/beneficiary. Click **next**.
9. Select **Benefits Enrollment** to enroll.
10. Review your current benefit selections. To change your benefit elections, click **Update Benefits** in the upper right corner.
11. From the "**Update Benefits: Update Enrollments**" page, make your benefit selections by checking the boxes of each plan that you would like to elect. Only one box can be checked per plan. Scroll down the page to access all benefit plans for which you are eligible; click **Next**. Click **Next** again.
12. Review the "**Update Benefits: Cover Dependents**" page to confirm enrollment of your eligible dependents. Check the box in the "Cover" column for each dependent you wish to enroll in each plan listed. If the "Cover" box is blank, your dependent will not be enrolled in that plan; click **Next**.
13. Check the **Dependent Declaration Statement** box; click **Next**.
14. Personalize your Life Insurance and Accidental Death & Dismemberment Beneficiary selection; click **Next**.
15. Review and verify your benefit changes from the "Confirmation Statement" page. Print this statement for your records as it confirms your benefit plan elections and serves as proof of your benefits enrollment. To print a copy of your confirmation statement, click on the **Printable Confirmation Statement** button at the top right of the page. You should also receive a copy in your Jacobs email account the Monday following your enrollment.

You have 30 calendar days from your hire or rehire date to enroll in benefits. You may access the enrollment tool multiple times during the enrollment period. Each enrollment will supersede the previous enrollment. **All elections will be final on the last day of the enrollment period.**

Need benefits plan information or have questions? Visit [Global People Services](#) on JacobsConnect and [Submit a Benefits Question](#).