

Employee Registration Instructions

The Insperity Premier™ portal makes it easy and convenient to complete your employee enrollment and learn about group health coverage options right from your work or home computer, anytime, 24 hours a day.

Create an account – required

- Go to <https://portal.insperity.com> and click “Create Account.”
- Verify your identity by entering your last name, date of birth, and social security number.
- Create a unique username for your account; it must contain at least six characters.
- Create a password for your account; it must contain at least 8 characters.
 - Must contain three of the following: upper case, lower case, a number, or a special character.
- Enter your mobile phone number. This is used for password recovery.
- Select and answer five (5) security questions.

Complete your payroll registration – required

- Sign in to your account. Click “Start Now” to begin.
- Basic employment data has been pre-populated.
- Follow the prompts at the bottom of each screen to advance. (i.e., Next, Sign, Submit)
- Helpful items to have available while completing registration:
 - Bank routing and account numbers for direct deposit.
 - Federal W-4 and State Withholding Tax (which may be found on a recent check stub). W-4 assistance is available:
 - The link to the IRS calculator is in the W-4 section of the online registration.
 - EAP (Employee Assistance Program): 866-402-0003; when prompted, press 4.
- The deadline to complete payroll registration is **April 29th**.

Benefits enrollment – time sensitive

Available to eligible full-time employees electing to enroll in Medical, Dental/Vision, and/or FSA.

- Access to benefits enrollment will appear AFTER payroll registration is complete.
 - A social security number and date of birth for covered dependent(s) are required.
- The deadline to enroll in Medical/Dental/Vision is **May 30th**.
 - Insperity group health plan benefits will start on **May 1st**.
- The deadline to enroll in a Flexible Spending Account (FSA) is **May 30th**.
- Changes and enrollments can be made on Insperity Premier through 11:59 pm CT on **May 30th**.
 - Changes and enrollments will not be accepted after this time.

Important

- Allow 4 weeks for your insurer to mail your membership ID card(s) to your home address.
- There is no ID card issued or required to visit a VSP network doctor.
- We are here to help!

If you need assistance with registration, please email the Transition Team at transition_team@Insperity.com or call 281-312-7642 from 8 a.m. to 5 p.m. CT, Monday through Friday.