



Instructions for Signing up for PHBP

- 1) Completely fill out and sign the “Participation Agreement” and “Staff Coverage Election Form”.
- 2) Scan and return by email to info@phbp.org
- 3) Complete “Staff Employee Enrollment and Change Form”.
 - One form per employee.
 - If choosing CA HMO, a Primary Care Physician must be selected or one will be assigned by the carrier.
 - PPO and HSA participants need not select a Primary Care Physician.
 - If choosing an HSA, details on opening the savings account will be sent separately by the plan’s administrator.
- 4) Submit “Staff Employee Enrollment and Change Forms” to BeneSys Administrators, as per the instructions on top of the enrollment form.
- 5) BeneSys will send you your January Insurance Bill. Payment is due by December 15th.
- 6) Questions? Call BeneSys at 855-696-2901 x 8604