

eBenefits

To get connected **over the Internet**, at any time, from any place, enter this address:

<https://ibridge.partners.org>

To get connected **over the Intranet** (at work):

click on Partners Applications > PeopleSoft

- > NHP employees can click the PeopleSoft desktop icon.
- > Employees at some Partners locations do not have the Applications feature and should enter <https://ibridge.partners.org> into their browsers to access PeopleSoft.

Public terminals for Intranet access are available. Check with your local **Human Resources Office**.

LOG IN!

Enter your **Partners User ID and password** that you use to sign on to your work computer. Then, click Log In. If you do not have NT or Partners login access, click the **Password Management** link and follow the prompts.

Welcome
Please login to continue.

KEEP IT SAFE AND SECURE

User Name:

Password:

Login

[Forgot Password?](#)

If you are accessing PeopleSoft from outside of work:

You must enter a confirmation code along with your user ID and password. This code will be delivered via text message or phone call to a number you have pre-registered. You can register or update a phone number at: <https://myprofile.partners.org>

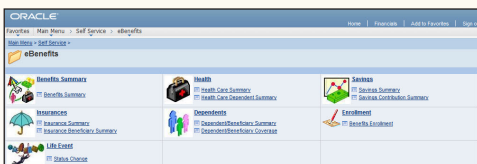
NAVIGATE to eBenefits!

Once you have logged in, access eBenefits by selecting PeopleSoft HRMS Production > Main Menu > Self Service > eBenefits



eBenefits Home Page

View your benefits year-round. You can update your elections during open enrollment (November) or when you have a qualifying life event.



BEHIND the Buttons



Benefits Summary

Summarizes your current or past benefit elections.



Insurances

Provides a summary of your current or past Life, AD&D, and Disability elections. Links are available that will allow you to update your beneficiary designations.



Health

Lists a summary of your current or past medical and dental elections. Covered dependents are also listed.



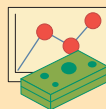
Dependents

Lists all dependents and beneficiaries; allows for updating life insurance beneficiary information.



Life Event

Allows access to initiate a family status change (marriage, birth, spouse loss or gain of coverage, etc.), which then allows you to change your elections according to your needs.



Savings

Allows enrollment and/or change of tax-sheltered annuity or 401(k) plan contribution amounts in dollars or percentages. If you make a change, it will take effect in the next pay period.



Enrollment

Provides access to update your benefits during the open enrollment period. It also allows for enrollment or updating of benefits if you are newly eligible or when you have a status change.