

Step 1: Type in www.EMHP.org in your internet browser

Step 2: Under the Featured section of the website, click on Open Enrollment

Step 3: Under open enrollment, you will find a Health Benefits Transaction Form

The form is color coded:

- Green: if you're submitting the document, this must be completed
- Blue: if you're making any changes, this must be completed
- Red: if you're waiving your benefits, this must be completed
- If you have other coverages you can go to page 2 of the form and record your other health benefit coverages

Step 4: To submit the completed document, you must either print the form and mail it to the Employee Benefits Unit or email the signed form to the address below:

Mailing address: Employee Benefits Unit

PO Box 6100

Hauppauge, NY 11788

Email address: EBU@SuffolkCountyny.gov